

Vacancy Announcement

Position title – Administrative Assistant, World Animal Health Information and Analysis Department (WAHIAD)

Salary: 2 000 Euros Net / month + benefits (salary exempt of French income tax, annual bonus)

Duration: 2-year contract – renewable according to performance

Context:

The World Organisation for Animal Health (OIE) is the intergovernmental organisation responsible for improving animal health worldwide. The standards it develops for the trade of live animals and products of animal origin are recognized by the World Trade Organization as reference international sanitary rules (<http://www.oie.int/fr/>).

The OIE, then known as the « Office international des épizooties », was created on the 25th of January, 1924. Its headquarters are based in Paris. It comprises 181 Member Countries and is present on all continents through 12 Representations or Bureaus in total.

Setting:

Contributing to the objective of the Organisation to ensure the transparency of the global animal disease situation worldwide, the mission of the World Animal Health Information and Analysis Department (WAHIAD) is to ensure open and up-to-date knowledge of the world animal disease situation, including zoonoses, through the collection, verification and dissemination of animal health information provided by Member and non-member countries, available to the international community in the World Animal Health Information System (WAHIS) public interface.

The WAHIAD team activities are divided into the early warning team and monitoring team, and the main activities of the Administrative Assistant support both teams. Training on WAHIS will be included.

Positioning and reporting

The Administrative Assistant will report to the Head of the WAHIAD and her deputy, under the authority of the Deputy Director General in charge of International Standards and Science, and will work closely with the other administrative support staff in the Department.

Job purpose

The Administrative Assistant supports the daily administrative running of the WAHIAD team, liaising with the rest of the Organisation and external parties to guarantee the smooth coordination of activities. The Administrative Assistant is also in charge as a backup of providing logistical support to the organisation and coordination of events of the Department.

Missions and activities

Provide administrative support to the activities of the WAHIAD early warning and monitoring teams:

- Receive, record and print notification reports received by WAHIAD and provide editing, translation and communication support in their management as requested;
- Ensure the follow-up of reminders to the countries for overdue reports;
- Monitor the Access databases of indicators on the reporting process;
- Support and ensure the administrative coordination of the meeting of the Task Force of WAHIS;
- Participate in the early warning and monitoring teams' meetings;
- Provide proofreading and editing support to the WAHIAD staff with letters to the countries;
- Support the e-learning platform;
- Draft, proofread, edit and format working documents (including training material and simulation exercises), presentations, and reports;
- Participate in the review, improvement, development and updating of internal procedures related to the notification of animal diseases.

Provide general administrative support to the Department, in collaboration with the other administrative staff:

- Draft and manage administrative documents for the team in respect of the relevant visual identity;
- Draft, proofread, manage and archive incoming and outgoing correspondence;
- Support the Head of the Department and her Deputy with the management of the Department's email;
- Take and orient phone calls to the Department;

- Manage filing and archiving of administrative and technical documents and update registers regularly;
- Follow-up on the programmed activities of the team and provide updated dashboards as required;
- Participate in updating in the three languages the OIE webpages of the Department, specifically concerning activities of the early warning and monitoring team as well as the guidelines of WAHIS.

Provide support as a backup for the following activities:

- Provide and update information contents for the team, including the contacts database (TIGER), submissions to the OIE Bulletin and OIE webpages as needed;
- Manage the agenda of the Head of the Department and her Deputy and provide timetable management for the team's agenda;
- Manage and process the reports received by the early warning team in the three languages (and any other activity related to this task);
- Assist in the logistical management of events:
 - o Follow-up and update the schedule of events for WAHIAD;
 - o Liaise with the relevant parties (staff from Regional Representations, Information Technology Unit, Events Coordination Unit, OIE Delegates...);
 - o Coordinate the logistic organisation of seminars and workshops, or other events as assigned, including invitation follow-up, room-booking and equipment preparation;
 - o Assist in the preparation and formatting of working documents;
 - o Participate in the collect and drafting of meeting outcome reports.

Qualifications and Experience

Qualifications

- Undergraduate degree OR degree in administrative support;
- At least 5 years of experience in providing administrative support.

Requirements

Technical skills

- Strong computer skills in a Microsoft environment, including Word, Excel, Access, PowerPoint and Outlook, as well as a good knowledge of Adobe Acrobat;
- Excellent command of English, French and Spanish, written and spoken;
- Good writing and editing skills.

Complementary skills

- Knowledge of a DTP (PAO in French) software.

Interpersonal skills

- Capacity to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Excellent communication skills;
- Proven effective organisational skills and ability to handle work in an efficient and timely manner, defining priorities and meeting deadlines;
- Capacity to work independently and to maintain flexibility in working hours.

Working conditions

This post requires long hours in a seated position at a computer. Periodic overtime may occur in the preparation of worldwide and institutional events.

General information

The OIE places high value on a multicultural and positive work environment.

The OIE is an equal opportunity employer and welcomes applications of all qualified candidates, irrespective of their ethnic origin, gender, opinions or beliefs.

This is a full-time position as an international civil servant based at the OIE Headquarters in Paris (France) that is available from 15 February 2018.

To apply, please click on the button below and complete your application online by **3 May 2018 at noon (Paris local time) at the latest**, including a cover letter identifying how you meet the qualifications, experience and skills listed above along with a supporting CV.

Should you have any questions/technical issues, please contact Human Resources at hr.dept@oie.int.

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