

Vacancy Announcement

Position title: Chargé(e) de mission - Regional Activities Department of the World Organisation for Animal Health (OIE)

Salary : 2 800 euros net/month + benefits (salary exempt of French income tax, annual bonus)

Duration : 2 years – Renewable for an unlimited number of times according to performance

Context:

The World Organisation for Animal Health (OIE) is an intergovernmental Organisation recognized by the World Trade Organisation as a reference Organization for intergovernmental standards concerning the sanitary safety of international trade of animals and products of animal origin and zoonoses, and is in charge of improving animal health, veterinary public health and animal welfare worldwide, as well as transparency of the global animal disease situation.

The OIE maintains permanent relations with over 70 international and regional Organisations and has 12 regional offices around the globe.

Responsibilities :

The Chargé(e) de mission is assigned to the Regional Activities Department of the OIE Headquarters and reports to the Head of Regional Activities Department (RAD) and his Deputy, the Deputy Director General in charge of Institutional affairs and Regional activities and the Director General. He/she will have key responsibilities for activities related to the OIE Global Programme of Strengthening Veterinary Services, namely the OIE PVS Pathway, including its current evolution, as well as other activities of RAD.

The main activities to be performed will be the following:

- Regarding the improvement and general organization of the Global Programme on Strengthening Veterinary Services – (Shared Responsibilities)
 - Contribute policy, technical and administrative inputs to the delivery of activities to evolve the OIE PVS Pathway for the future, including those arising from the recent OIE PVS Pathway Think Tank Forum, as determined by the Director General;
 - Participation in the OIE PVS Task Force, as well as the OIE Ad Hoc Group of evaluation of Veterinary Services or any other OIE groups when relevant;
 - Support to the review and organisation of all documentation (both electronic files and hard copies) related to PVS Pathway evolution, missions and reports including ensuring their confidentiality/security; and
 - Support to the maintenance and updating of relevant information on PVS Pathway evolution, and the status of PVS Pathway missions and reports (such as data on state of play of country missions requests, confidentiality status), including the preparation of relevant reports to be published in the OIE Bulletin, OIE Web site or to be provided upon request by the Head of RAD, the Deputy Director General or the Director General.
- Regarding the organisation of OIE PVS Evaluation, PVS Gap Analysis, veterinary legislation, follow-up and other OIE PVS Pathway missions and related activities – (Shared Responsibilities)
 - Prepare the missions in liaison with countries OIE Delegates and OIE Regional or Sub-Regional Representatives;
 - Follow-up of peer review process;
 - Analysis of OIE PVS Pathway missions reports;
 - Preparation, formatting and dispatch of OIE PVS Pathway missions reports to countries; follow-up on country comments on OIE PVS Pathway missions reports to finalize the reports;
 - Support and develop activities for the contribution of the OIE PVS Pathway to the

International Health Regulation (IHR) Monitoring and Evaluation Framework; and

- Support and develop the activities related to the evolution of the PVS Pathway.

- Other relevant tasks
 - Participate to comparative analysis, preparation and presentation of general results from PVS Pathway mission reports (by region, by Critical Competencies or other criteria) as supporting elements for other OIE related projects or programmes;
 - Help to organise and participate in events, meetings and workshops under RAD responsibility and relevant area of expertise; and
 - Participation in international missions, seminars, workshops and meetings representing the Regional Activities Departments as needed.

Besides all the referred activities and responsibilities under the specific framework of the OIE Global Programme of Strengthening Veterinary Services, the Chargé de mission will also collaborate and assist RAD in other activities, as requested by the Head of Department or his Deputy.

The Chargé(e) de mission will collaborate with other OIE Departments, Units or Regional and Sub-Regional Representations on issues of mutual interest, particularly their support and use of the PVS Pathway, as requested by and under supervision of the Head of the Regional Activities Department or his Deputy. He/she will also carry out any other duties within his/her professional competence as requested by the Head of Department or his Deputy, the Deputy Director General or the Director General of the OIE.

Qualifications and Experience :

- Undergraduate or graduate degree in a relevant discipline. A degree in veterinary medicine would be an asset;

- Excellent knowledge of Spanish and English, both written and oral;

- At least 5 years of professional experience, particularly in National Veterinary or Health Administrations or relevant international organisations and in management and implementation of animal health or human health projects, including training components;

- Experience in working internationally, especially in developing or in-transition countries;

- Good editorial skills;

- Ability to develop strong synergies and partnerships with key stakeholders;

- Ability to plan and organize work autonomously while keeping supervisors adequately informed;

- Ability to juggle multiple tasks with high attention to detail and work under pressure;

- Demonstration of good interpersonal skills and ability to work in a multicultural environment within a multicultural team;

- Deep interest in governance, policy strategic or systems thinking.

N.B. - These qualifications are considered minimum requirements for the position and candidates should only apply if they fill all the above conditions.

Additional information :

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

The OIE is an equal opportunity employer and welcomes applications from 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 immediately.

OIE staff members are international civil servants and receive benefits such as health care under the French social security system and French income tax exemption on their OIE salary.

A CV, together with a cover letter identifying how you meet the above criteria, should be addressed to Human Resources (hr.dept@oie.int), copy to the Head of the Regional Activities Department (f.caya@oie.int), by 31 May 2017 at the latest.