

## Vacancy announcement

**Position title:** Chargé(e) de mission, Status Department of the World Organisation for Animal Health (OIE)

**Salary:** Commensurate with qualifications and experience

**Duration:** Two (2) years, renewable

**Responsibilities :**

Under the authority of the Director General, the general direction of the Deputy Director General, International Standards and Science and the direct supervision of the Head of the Status Department, and in close cooperation with other officers involved with official animal disease status and endorsed national control programmes recognition and country self-declaration, the incumbent will provide both technical and scientific assistance in the management of the work of the relevant OIE Specialist Commissions and the associated *ad hoc* groups convened in support of the annual work programme of the Director General as assigned. The individual may also be called upon to lend expertise to the evaluation of country progress for specified diseases under the joint OIE/FAO Global Framework for the progressive control of Transboundary Animal Diseases (GF-TADS).

The main areas of work are :

1. Collection and analysis of scientific and normative documents submitted by Member Countries in support of their application for recognition of official disease status or endorsed national control programme recognition and the annual maintenance of status in accordance with the standard operating procedures;
2. Participation in the evaluation of dossiers submitted by OIE Member Countries in support of their self-declaration of freedom against the relevant articles of the OIE *Terrestrial Animal Health Code* and in accordance with established standard operating procedures;
3. The continuous improvement of the application process and standard operating procedures for status recognition and self-declaration;
4. The design and delivery of training to Member Countries to improve the quality of submitted dossiers and their compliance with the relevant chapters of the OIE *Terrestrial Animal Health Code*;
5. Contributing to the implementation of the FAO/OIE Global Strategy(ies) for FMD (and PPR), including through the organization of GF-TADs Regional Roadmap meetings;
6. Representing the OIE when necessary at relevant international conferences and scientific meetings.

Specific activities include:

- assisting Member Countries in the correct procedures for the preparation and submission of dossiers for the evaluation of official disease status or endorsed national control programmes for specified diseases;
- screening and processing of the application files of Member Countries wishing to be evaluated and recognized as officially free of specified animal diseases or for endorsed national control programmes in accordance with provisions of the *Terrestrial Animal Health Code*, the *Manual of Diagnostic Tests and Vaccines for Terrestrial Animals* and the applicable OIE guidelines;
- contributing to the refinement and continuous improvement of a web based tool, analysis and follow up of annual reconfirmation data for maintenance of official disease status;
- monitoring the compliance of Member Countries having obtained official disease status or endorsed control programme recognition with the financial and other obligations of the OIE and coordination of communication should disease status be lost or re-instatement of status be pursued;
- support for the refinement and continuous improvement of the OIE procedures for official disease status recognition and country self-declaration of freedom from other OIE listed diseases (administrative, science/technical aspects, archives system);
- preparation, coordination and participation as required in the meetings of the OIE Specialist Commissions and *ad hoc* Groups and implementation of the follow up actions that result from these deliberations;
- supporting the organisation of mission to Member Countries to verify the compliance of Member Countries with the relevant requirements of the *Terrestrial Animal Health Code* when so requested by the Scientific Commission and the Director General;

- conducting literature searches, preparing working documents, background papers and meeting reports;
- providing topic specific advice to other OIE Departments and OIE Members Countries;
- preparation of correspondence in response to inquiries;
- carrying out other activities within their area of competence as assigned by the Director General or the Deputy Director General and the Head of the Status Department.

**Qualifications and Experience:**

- Degree in veterinary medicine or relevant science
- Experience in animal disease control programs at the national or international level
- Experience in one of the diseases covered by the procedure for official recognition is an asset
- Experience in the preparation of scientific texts
- Good oral and written communication skills with a good knowledge of English. Working knowledge of one of the other official languages of the OIE is an asset.
- Rigor, attention to detail and thoroughness
- Good computer skills, experience in database development is an asset
- Tact, diplomacy and good judgment

Preference will be given to those candidates who fully demonstrate the desired personal qualities and attributes.

**OTHER:**

In the completion of his or her tasks the incumbent must demonstrate professionalism, respect and exhibit the behaviours, sense of responsibility and manners expected from an employee of an inter-governmental organisation.

The incumbent must maintain good working relations with other staff members of the OIE. By way of his or her duties and actions, the incumbent will be in frequent contact with persons inside and outside the office and must continuously demonstrate an aptitude for good interpersonal skills and relations.

The position is based at the OIE Headquarters in Paris, France but the officer may be required to undertake short term missions and duty related travel outside of France and must have a valid passport.

The position is full-time starting on July 18, 2016.

OIE staff members are international civil servants subject to the authority of the Director General and may be assigned to any activities of the Organisation.

The C.V. and cover letter of any interested candidate shall be addressed to the attention of the Human Resources Cell ([hr\\_dept@oie.int](mailto:hr_dept@oie.int)) with copy to Dr Laure Weber-Vintzel, Head of the Status Department ([l.weber-vintzel@oie.int](mailto:l.weber-vintzel@oie.int)) before 17 June 2016.