

Vacancy Announcement

Position title: Travel coordinator – Events Coordination Unit of the World Organisation for Animal Health (OIE)

Salary: 2 000 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 the intergovernmental organisation responsible for improving animal health, veterinary public health and animal welfare worldwide, as well as for ensuring transparency of the global animal disease situation. 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 180 Member Countries and is present on all continents through 12 Representations. The OIE maintains permanent relations with over 70 international and regional organisations.

Summary:

You will be assigned to the Events Coordination Unit of the OIE Headquarters and will report to the Head of the Unit. You will provide safe, cost-effective and convenient travel arrangements for OIE staff and experts assigned to missions, and participants attending events organized by the OIE. You will also ensure timely delivery of service in compliance of OIE procedures and national and international regulatory requirements.

Responsibilities:

Under the direct supervision of the Head of the Events Coordination Unit, and in close cooperation with other travel coordinators of the Unit, you will be responsible for the following:

- Provide logistic support (travel ticket, visa and accommodation) to the OIE agents assigned to missions, in accordance to OIE travel rules;
- Provide logistic support (travel tickets, and Verbal Note for visa purposes when required) to experts assigned to missions and to participants attending events organised by the OIE (meetings, workshops, seminars and conferences), in accordance to OIE travel rules;
- Search through existing tools the best ratio quality/price for arranging travels;
- Follow-up administrative related procedures including, but not limited to, the refund of tickets purchased by you via approved travel agencies, monitoring the credit status and maintaining a tracking table;
- Carry out any other related activities as assigned by the Head of the Unit.

Qualifications and Requirements

Qualifications and experience

- A relevant undergraduate degree and/or experience in travel agencies or travel industry.

Requirements

Technical skills

- Fluent reading, writing and speaking in English and French. Knowledge of Spanish would be an asset;
- Good knowledge of Amadeus, SBT (Self-Booking tool) or other tools for searching the best ratio quality/price for arranging travels;
- Good computer skills, in a Microsoft Office environment;
- Good knowledge of international regulations in fares and ticketing.

Interpersonal skills

- Good both written and verbal communication skills;
- Good interpersonal skills and the ability to work in a multicultural environment within a multicultural team, and in direct contact with staff and external experts and participants attending OIE events;
- Good organisation of time and stress management skills.

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 12 June or earlier if the candidate is selected before and if he / she is available.**

A cover letter identifying how you, as the potential candidate, meet the qualifications, experience and skills listed above along with a supporting CV should be addressed to the attention of the Human Resources (hr.dept@oie.int), copy to the Head of the Events Coordination Unit (m.gonzalez@oie.int) by **May 31 2017 at the latest**.