Vacancy Announcement

**Project Officer for Animal Health (OIE) sub-regional Representation for South East Asia in Bangkok (Thailand)**

**Salary:** EUR 2,500 (depending on the level of qualifications, experience)

**Duration:** Two (2) years – Renewable subject to funding

**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/). Based on its standards on the performance of Veterinary Services, the OIE has developed a set of tools aiming at evaluating and strengthening the national Veterinary Services.

The OIE has 182 Members and is present on all continents through 12 Representations, including the Sub-Regional Representation for South East Asia, based in Bangkok, Thailand.

The Australian Department of Agriculture is supporting the OIE in enhancing capacities of countries in South-East Asia to detect, control and prevent the spread of priority transboundary animal diseases (TADs). Although some improvements in the capacity of Veterinary Services to combat TADs in the region have been noted over the last years, many countries are still registering low levels of capacity to control TADs. The OIE Sub-Regional Representation (OIE-SRR) is developing the operational plan of the project which will include technical capacity building activities and studies. The OIE is looking for a Project Officer for the OIE Sub-Regional Representation for South-East Asia.

**Positioning and reporting**

Under the authority of the OIE Director General and the overall supervision of the OIE Sub-Regional Representative for South-East Asia

**Missions and activities**

The Project Officer will be responsible for the following:

- Assist the Sub-Regional Representative in coordinating a complex project targeting capacity building of South East Asian countries and two countries of the Pacific and support the implementation of the following activities:
  - Develop and operationalise the annual work plan
  - Support, as needed, the organisation of regional workshops on topics relevant to these two projects;
  - Prepare annual reports to OIE Headquarters, in accordance with Donor requirements, and any other reports from Project meetings and missions;
  - Organise the Project Steering Committee meetings;
  - Maintain close working relations with South East Asian members, as well as Papua New Guinea and Timor Leste, with the representatives of the Australian Government, and with partner organisations such ASEAN, PSC and FAO;
- Coordinate closely with other colleagues in charge of animal diseases prevention and control and other Projects
- Represent the OIE in relevant regional and international meetings, seminars and conferences;

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1 South East Asia Member Countries include: Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Vietnam.

2 ASEAN Association of Southeast Asian Nations

3 PSC: Secretariat of the Pacific Community
Promote the visibility of the OIE as an independent, scientific and highly professional centre of excellence throughout South-East Asia;
Carrying out any other cognate duties.

In addition, the OIE Director General or the Sub-Regional Representative may, where necessary, assign to the incumbent any other duties within his or her area of competence, or request him or her to represent the Director General in designated meetings, seminars, conferences or other types of public fora (including the media).

Qualifications and Experience

Qualifications

- A degree in Veterinary Medicine;
- At least 5 years of experience in a national veterinary administration;
- Experience in a South East Asian or international environment would be an asset;
- Proven experience in management of capacity building programmes;
- Proven experience in project management, including with monitoring and evaluation;
- Experience in preparedness planning and/or risk assessment would be an asset;

Requirements

Technical skills

- Excellent command in spoken and written English;
- Excellent reporting skills
- Proficient in the use of usual office software (word processing, spreadsheet, internet and e-mail, presentations and simple databases).

Additional skills

Interpersonal skills

- Strong organizational and coordination skills (group logistics);
- Good communication, facilitation, analytical and diplomatic skills

Working conditions

The post is Bangkok-based (Thailand) with travel in South East Asian countries and possibly to Pacific countries (PNG and Timor Leste) and to the OIE Headquarters in Paris (France).

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 sub-regional Representation in Bangkok (Thailand) that is available immediately;

OIE staff members are international civil servants under the authority of the Director General. They may be assigned to any activity or department of the Organisation;

Women are encouraged to apply.

If you are interested in the position, please complete your application online by 24 December 2019 (Paris local time) at the latest by clicking on the link below.

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