

Terms of Reference

Job title: Scientific Coordinator – Aquatic animal health

Duration of contract: 1 year, renewable

Salary: Base salary € 3 100 net / month, depending on profile, qualifications and experience
+ benefits (tax-free salary, yearly bonus)

Positioning and reporting

Under the authority of the Deputy Director General (International Standards and Science), and the supervision of the Head of the Standards Department.

Job purpose

The Scientific Coordinator contributes to the development of policy advice on scientific developments, research priorities and international scientific networks in the field of aquatic animal health. He/she contributes to the scientific excellence and integrity of the OIE standard-setting process by supporting the work of the Specialist Commissions and relevant *ad hoc* Groups to ensure the delivery of high-quality, scientifically-based and up-to-date international standards. He/she also supports OIE activities addressing aquatic animal health and welfare by coordinating activities with the relevant work of other international partners and contributing to capacity building activities of Members such as national focal point trainings.

Missions and activities

Provide technical advice and support on aquatic animal health

- Maintain current knowledge on the topic in order to support the definition of the scope and context for OIE involvement in the topic
- Contribute to development of policy statements and/or strategic thinking for the implementation of the OIE aquatic animal health strategy
- Prepare relevant documents and undertake analysis as required
- Contribute to the preparation of responses to enquiries from Members
- Liaise with relevant stakeholders, including colleagues globally, Members, other organisations and external parties
- Provide communication content and technical advice to other relevant teams

Contribute to the provision of scientific secretariat support to the Aquatic Animal Health Standards Commission and relevant *ad hoc* Groups

- Provide secretariat support to the Aquatic Animals Commission and relevant *ad hoc* Groups respecting relevant OIE procedures
- Prepare background and working documents for meetings of the Aquatic Animals Commission and relevant *ad hoc* Groups respecting relevant OIE procedures
- Contribute to the collation and analysis of Member comments, and other relevant sources of information
- Provide historical analysis of past decisions
- Contribute to the drafting of meeting reports
- Ensure communication and alignment with internal teams regarding the work of the Aquatic Animals Commission
- Contribute to the preparation of responses to enquiries from Members and other stakeholders
- Follow up actions arising from meetings

Ensure coordination with partner organisations on the implementation of activities

- Maintain a network of contacts and good communication with subject matter experts
- Represent the OIE and its position within relevant networks and international forums
- Coordinate relevant meetings and provide Secretariat functions
- As required, support the organisation of events on the topic

Support capacity-building activities for Members

- Develop a training programme and oversee its production
- Design comprehensive training materials
- Identify and liaise with relevant speakers
- Coordinate and/or facilitate the seminars
- Evaluate and improve the training content and structure

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Qualifications and Experience

Required qualifications

- A degree in veterinary science, aquatic animal health, biological sciences or equivalent
- At least 8 years of professional experience including at least 5 years of experience particularly in a national regulatory environment, or other international organisation
- Experience in the provision of Secretariat functions at the national or international level

Additional experience

- Professional experience in a National Veterinary Authority or equivalent.

Requirements:

Technical skills:

- Ability to work in English at a high level including excellent oral and written communication skills
- Excellent writing skills
- Ability to summarise complex technical discussions into clear and concise documents and reports
- Good working knowledge of Microsoft Office, in particular Word

Additional skills

- Knowledge and understanding of the international standards setting environment
- Knowledge and understanding of the WTO Agreements in relation to international trade
- Good knowledge of French or Spanish

Interpersonal skills:

- Excellent communication skills
- Ability to establish and maintain good working relationships in a multinational and multicultural environment
- Strong analytical and research skills
- Capacity to learn and a self-motivated worker
- Excellent organisation skills and ability to meet specific deadlines

Working conditions

The post is a full-time position based at the OIE Headquarters in Paris. It requires long hours in a seated position at a computer. The position entails regular missions abroad.

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 **immediately**.

If you are interested in the position, please complete your application online **by 18 December at noon (Paris local time) at the latest** by clicking on the link below.

[**APPLY HERE**](#)