

Vacancy Announcement

Position title: Website Renovation Project Officer

Salary: 2 700 € net/month, commensurate according to experience and qualifications

- exempt of French income tax
- Benefits (annual bonus)

Duration : Two (2) years

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/>).

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 182 Member Countries and is present on all continents through 12 Representations or Bureaus in total.

The OIE is currently implementing its 6th Strategic plan (2016-2020), which second strategic objective is “Establishing trust through transparency and communication” and states the goal of a modernisation of the OIE communication tools. In the meantime, the 7th Strategic plan (2020-2024) will be developed throughout 2019, as well as a new institutional communication strategy, that includes the implementation of a digital communication strategy.

In this context, the OIE undertakes the renovation of its websites, both global (www.oie.int) and regional (one website for each of the five OIE regions).

- For the *Renovation of the OIE global website* project, the Websites Renovation Project Officer will be the Business Project Manager of this project. He/she is responsible of the management and follow up of the project, of collaborate with each technical team to involve them in the creation of the functional and technical specifications of the OIE website, the development, and the deployment of the new website. Based on the expression of needs, on the OIE digital communication strategy and on the Information System strategy, the objective is to coordinate the renovation of the map of the OIE global website and to put in place adequate guidelines to ensure regular update of the renovated website. This project has not started yet.
- For the *Renovation of the Regional websites* project, the Websites Renovation Project Officer is responsible to collaborate with the contact points of each of the 5 OIE Regions to ensure their involvement on the development of each website. This project has already started, development of websites is in progress and the migration of content has started, for a finalisation of the first website at the end of 2019. The Websites Renovation Project Officer will finalise the project in collaboration with the Digital Communication Officer who is the Business Project Owner.

Positioning and reporting

Under the authority of the Director General, the Websites Renovation Project Officer will work with the Digital Communication Officer, and in close cooperation with the Information Systems Unit. He/she will answer to the Head of the Communication Unit.

Job purpose

The Websites Renovation Project Officer will act as the Business Project Manager in the successful management of the *Renovation of the OIE global website* project and of the finalisation of the *Renovation of the Regional websites* project.

He/she contributes to build a strong working relationship with all the teams involved in the renovation of the websites. Both projects are part of the digital communication strategy lead by the Digital Communication Officer. The Project Officer of these projects will consequently have to follow the guidance and report to the Digital communication Officer regarding the implementation of the Digital communication strategy.

He/she will in addition build a strong relationship and follow the guidance of the IT Project Officer to ensure joint management of the project, and respect of the Information system strategy.

He/she is in charge of managing and following up on the project development, of defining and ensuring compliance with users' functional needs, as well as providing change management support to guarantee effective transfer of skills internally.

He/she will also coordinate of the work of external service providers, and collaborate with the IT Unit and the technical teams involved to ensure effective involvement of all stakeholders (including regional staff) in the smooth running of the projects.

Missions and activities

Ensure general project management

- Elaboration of a project team;
- Coordinate the development of a project plan, including context, issues, impact and process requirements for presentation to the dedicated Steering Committees;
- Define overall project schedule, expected delivery deadlines and milestones;
- Contribute to the project budget development and ensure budget follow-up during the project;
- Identify risks which may impact the delivery of the programme and analyse, manage and propose mitigation measures;
- Develop regular monitoring and reporting tools and contribute to reporting on project progress to the OIE senior management;
- Participate in and contribute to the preparation of background documents and progress reports for relevant governance mechanisms;
- Facilitate meetings with all required actors to follow-up on project progress, .

Define functional specifications

- Engage closely with technical teams to ensure being fully conversant on the subject;
- Collect and analyse stakeholder needs (users, technical teams, senior management);
- Ensure that application data is not already being collected and/or used elsewhere and document data use in a common repository.
- Identify and guide the expression of needs to formalize the functional specifications of both projects
- Contribute to the finalisation of functional specifications.

Management and coordination of the development of the solution

- For the *Renovation of the OIE global website* project, prepare the call for tender to identify a development company, lead the call for tender process, including negotiations and contract finalisation;
- For both projects, define functional user acceptance tests and ensure functional qualification;
- Manage user acceptance testing until final validation;
- Coordinate the roll-out of the solution (Go Live follow-up and incident tracking);
- Ensure follow-up of incidents according to their nature.

Ensure skills and knowledge transfer

- Develop and implement a change management plan;
- Provide supporting documentation for all stages of the project;
- Develop guidelines to ensure regular update of the renovated websites;
- Ensure knowledge transfer to operational teams and regional staff;
- Develop user guidelines/manuals and/or participate in user training.

Qualifications and Experience

Qualifications

- A graduate degree in a related digital and/or IT field (Digital marketing, Information Systems management, etc.) or relevant diploma.
- 5 years experience minimum in project management in the field of digital communication
- At least 3 year experience in IT (digital, web) project management

Requirements

Technical skills

- Excellent command of English;
- Very good knowledge of French;
- Knowledge of processes and project management methods (planning, budget, indicators...)
- Good understanding of the impacts of the information system architecture on projects;
- Good knowledge of Microsoft Office 365 suite tools;
- General knowledge of applications architecture;
- Knowledge & understanding of database design, setup, and maintenance;
- Knowledge of BI tools such as Power Bi, Tableau or Qlik

Additional skills

- Knowledge of Spanish

Interpersonal skills

- Excellent interpersonal and communication skills to ensure effective collaboration with technical teams in regions and service providers in a multinational and multicultural environment
- Capacity to tackle business-critical problems with custom-designed, multi-tier applications using a wide range of technologies
- Excellent organisation skills and ability to meet specific deadlines
- High rigour, precision and analytical skills;
- Curiosity, initiative, autonomy and self-motivation
- Capacity to work according to Agile, Lean, and Continuous Development best practices
- Ability to take high-level requirements and compile them into development tasks

Working conditions

This is a sedentary post requiring long hours in a seated position.

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 2 October 2019 at noon (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.

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