World Organisation for Animal Health
Founded as OIE

Offer / Individual consultant

ASSIGNMENT: INDIVIDUAL CONSULTANT, PROXY PRODUCT OWNER FOR THE DEVELOPMENT OF THE NEXT GENERATION WILDLIFE HEALTH INFORMATION SYSTEM

Context

The World Organisation for Animal Health (WOAH – founded as OIE) is a leading intergovernmental organisation representing 183 Members worldwide. Through its activities, WOAH makes a decisive contribution to improving animal health, protecting animal welfare and strengthening Veterinary Services. The Organisation provides transparent information on world's animal health situation, and promotes international standards, particularly in terms of the safety of trade in live animals and animal products. More information can be found on ***WOAH's website.***

Joining WOAH means taking part in the development of one of the leading international organisations, recognised and associated with other multilateral institutions, in the field of worldwide health. It means helping to build a global approach to health, combining animal and human health in a "One Health" approach.

To support its work, WOAH may use individual consultants to provide ad hoc support for tasks that cannot be carried out by members of its staff.

WOAH's headquarters are based in Paris. The Organisation is present on every continent through 13 Regional or Sub-regional Representations. WOAH has 250 staff members, two-thirds of whom are based at headquarters. This position is either home-based or can be located in Paris (12 RUE DE PRONY) and it is a part-time position.

Description of the individual consultant assignment

Reporting

Functional reporting to the Product Owner and the IT Project Manager, while maintaining a hierarchical reporting line to the Head of the Department of Preparedness and Resilience and to the Department of Digital Transformation and Information Systems.

Mission objectives

The PPO The Proxy Product Owner (PPO) will assist the Product Owner with delegated business-related tasks. While carrying out these activities, the PPO supports coordination with the external service provider, helps translate business requirements, and ensures they are correctly implemented. The PPO may also assist in preparing test scenarios, coordinating end-user testing, collecting feedback, and reporting results to the Product Owner. Final decisions on prioritization, acceptance, and release remain the responsibility of the Product Owner. A key responsibility will be to coordinate and manage the community of testers to ensure that each system iteration is validated and refined before release.

Activities and deliverables

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All activities are carried out under the delegation and supervision of the Product Owner, who retains final decision authority

1. Project and Product Development Support

- Translate business and user requirements into functional specifications or detailed user stories for the information system.
- Support prioritization of features and improvements in collaboration with the business team.
- Support IT project manager in monitoring development progress and ensuring alignment with project objectives.

2. Testing Community Management

- Maintain and animate a community of testers established by the business team.

- Coordinate closely with the external service provider to ensure system iterations meet business requirements.
- Plan, coordinate, and monitor testing activities for each system iteration.
- Collect, consolidate, and analyse tester feedback to inform system refinements.
- Ensure timely communication with testers, providing guidance, updates, and support.
- Manage and maintain Jira (or the designated tool) for tracking bugs, backlog items, and delegated tasks, ensuring accurate updates and communication with the Product Owner and the development team.

3. Quality Assurance and Documentation

- Develop and update testing scenarios and keep tracked documentation on test s success and failure..
- Support functional and user acceptance testing (UAT).
- Ensure proper tracking and and reporting of bugs and feedback; support coordination with the development team for resolution

4. Capacity Building and Communication

- Support training and onboarding of users and testers.
- Assist in communication activities to promote system adoption and engagement.
- Provide technical and user support when needed.

5. Deliverables

- Functional specifications and documentation of business requirements translated into system requirements.
- Up-to-date database of the testing community, with clear governance and communication channels.
- Testing protocols, test plans, and consolidated test reports for each iteration.
- Regular progress reports on product development, testing outcomes, and user feedback integration.
- Recommendations for continuous improvement and user engagement strategies.

Requirements

Qualifications and experience

Qualifications required

- Diploma: Advanced university degree (Bachelor or Master's or equivalent) in **project management, information systems, business administration or related fields**
- Experience**: 3-5 years of professional experience** supporting project or product management activities, preferably in information systems or digital projects. Experience with testing coordination, stakeholder communication, and working with external service providers is a plus. Experience with health information systems is a plus.

Expected skills

Technical skills

- Familiarity with agile methodologies and iterative development processes is highly desirable.
- Demonstrated experience managing communities of practice, stakeholder engagement, or user testing groups.
- Ability to translate complex technical or scientific requirements into practical specifications.
- Strong writing skills for reports, documentation, and user guides.

Personal and interpersonal skills

- Strong organisational and coordination skills.
- Excellent communication and facilitation abilities, including cross-cultural sensitivity.
- Experience working in international, multidisciplinary, and multicultural environments
- Fluency in English, if possible, French or Spanish is an asset

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Additional information

Working conditions

- Remuneration: to be discussed, entry point is 1,100 EUR per person-day
- Duration: 6 months, Half time contract;
- Start date : As soon as possible
- Location: WOAH Headquarters 12 rue de Prony 75017 Paris, France – position can be entirely home based (working hours need to be aligned with Paris time zone)

General information

WOAH places a high value on a multicultural and positive work environment.

WOAH is an equal opportunity employer and welcomes all qualified candidates, irrespective of their origin, gender, opinions or beliefs.

If you are interested in the position, please complete your application online at the latest by November 7th, 2025.

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