

# Terms of Reference

## GLOBAL RABIES COORDINATOR

### Positioning and reporting

Under the authority of the Deputy Director General in charge of International Standards and Science, and the direct supervision of the Head of the Science Department.

**Salary:** 3000 Euros Net / month + benefits (salary exempt of French income tax, annual bonus)

**Duration:** Two (2) years – Renewable.

### Job purpose

The Global Rabies Coordinator contributes to the United Against Rabies (UAR) Collaboration work by supporting the implementation of the Global Strategic Plan to end human deaths from dog-mediated rabies by 2030 (GSP). He/she contributes to the development and maintenance of strong synergies between the Tripartite (OIE, WHO and FAO) and partner organisations and coordinates the successful delivery of the UAR Operational Plan. Finally, he/she contributes to communication and advocacy around activities and results.

### Missions and activities

#### Coordinate the work within the UAR Collaboration

- Ensure information sharing and regular communication between the Tripartite and partner organisations, ensure synergy and complementarity of actions and interventions.
- Provide monitoring and evaluation feedback on UAR collaboration activities and share lessons learned to inform decision-making and develop best practices.
- Liaise with OIE, FAO, and WHO staff involved in the implementation of the project, especially with the OIE Scientific Coordinator in charge of Rabies.

#### Contribute to the preparation of UAR Global Steering Group meetings

- Contribute to the preparation of meeting agendas, in consultation with the Global Steering Group.
- Participate in the preparation of background documents and progress reports.
- Provide Secretariat functions to the GSP, including contributing to organisation of meetings and notetaking.
- Review, finalise and disseminate meeting outcomes.
- Support the follow-up to the recommendations and action points of the Global Steering Group meetings.

#### Ensure the coordination of the implementation of the UAR Operational Plan

- Contribute to the update of the UAR Operational Plan in line with the goals set in the GSP.
- Identify and analyse risks that may affect the timely delivery of the UAR Operational Plan and propose and manage mitigation measures.
- Participate in the development of an M&E framework and performance metrics of the UAR Operational Plan, and track performance.
- Follow up endemic countries' engagement with the GSP.
- Coordinate the preparation of the UAR Annual Report on results.

#### Provide general support to the activities related to the Global Strategic Plan

- Organise and support international workshops, meetings, and conferences relevant to the GSP.
- Support identification of strategic opportunities for stakeholder's engagement.
- Respond to queries on the GSP.
- Contribute to drafting papers, articles and other relevant informative technical and communication material to promote the UAR objectives.
- Support the OIE Scientific Coordinator in charge of rabies in the implementation of activities related to the GSP.
- Contribute, in collaboration with the Engagement and Investment Department of the OIE, to the resource mobilisation and the periodic reports required by donors.

### Qualifications and Experience

#### Qualifications

- Advanced graduate degree (Master's level or equivalent) in international affairs, public health, veterinary science, agricultural development, or otherwise relevant field.
- At least 8 years of professional experience with progressive responsibilities in project or programme management and providing Secretariat functions.
- At least 3 years of professional experience in an international context.

- Previous experience working in the field of rabies management and control.

*Additional qualifications (asset)*

- Experience working in or with national Veterinary or Human Health Services.

**Requirements**

***Technical skills***

- Excellent project management skills.
- Change management ability.
- Excellent writing skills and ability to summarise complex technical discussions into clear and concise reports.
- Excellent command of English, including excellent oral and written communication skills.
- Good working knowledge of Microsoft Office, particularly Word and Excel.
- Technical knowledge in the context of dog-mediated rabies.

*Additional skills (assets)*

- Good knowledge of French or Spanish.

***Interpersonal skills***

- Excellent interpersonal skills and ability to work in a multicultural environment.
- Demonstrated initiative, including ability to think strategically and achieve results.
- Ability to develop strong synergies and partnerships with colleagues and key stakeholders.
- Ability to plan and organize work autonomously.
- Excellent organisation skills and ability to meet specific deadlines.

**Working conditions**

The post is a full-time position at the OIE Headquarters in Paris.

It requires long hours in a seated position at a computer, and flexibility to travel internationally.

**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.

If you are interested in the position, please complete your application online by **19 March 2020** at noon (Paris local time) at the latest by clicking on the link below.

**[APPLY HERE](#)**