

Standard Terms of Reference

Disease Status Officer

Positioning and reporting

Under the authority of the Deputy Director General, International Standards and Science and the direct supervision of the Head of the Status Department, and in close cooperation with other officers in the Department.

Salary: 2600 Euros Net / month + benefits (salary exempt of French income tax, annual bonus)

Duration: Two (2) years – Renewable.

Job purpose

The Disease Status Officer contributes to a transparent and secured animal health situation in Member Countries. He/she supports the Scientific Commission for Animal Diseases' mission to ensure the delivery of high-quality and scientifically-based assessments of applications (and maintenance of) official disease status recognition and control programmes endorsement, based on compliance with OIE standards. He/she also supports the scientific excellence of the OIE activities by contributing to the revision of these standards and to the continuous improvement of the procedure for official recognition of disease status.

Missions and activities

Contribute to the monitoring of the compliance of Member Countries having obtained official disease status or endorsement of control programme with requirements for the maintenance of their status

- Screen the annual reconfirmations received from Member Countries in accordance with the provisions of the *Terrestrial Animal Health Code* (the Code), *the Manual of Diagnostic Tests and Vaccines for Terrestrial Animals* (the Manual) and the applicable OIE guidelines;
- Communicate with the Member Countries and the OIE Regional Representations when relevant;
- Prepare a short report of screening for the Scientific Commission for Animal Diseases' consideration;
- Follow-up the result from the deliberations.

Contribute to the implementation and follow-up of the procedure for official recognition of disease status

- Assist Member Countries in the correct procedures for the preparation and submission of dossiers for the evaluation of official disease status or national control programmes for specified diseases;
- Support the refinement and continuous improvement of the OIE procedures for official disease status recognition (administrative, science/technical aspects);
- Contribute to the international standards setting process, in particular to the harmonisation of the requirements for recognition of diseases status and the revision of standards related to these diseases.

Provide support to the work of the relevant *ad hoc* Groups

- Prepare background and working documents for relevant *ad hoc* Groups, in line with the TORs;
- Screen and process applications in accordance with the provisions of the Code, the Manual and applicable OIE guidelines;
- Liaise internally with relevant departments to ensure compilation of cross-cutting relevant information;
- Provide Secretariat functions to the *ad hoc* Group meeting ensuring compliance with OIE procedures;
- Prepare the report of the *ad hoc* Group meeting and any supporting document;
- Liaise with the relevant Specialist Commissions;
- Follow up actions arising from meetings

Provide support to Member Countries self-declarations

- Contribute to provide assistance to Member Countries and ensuring consistent application of the procedure;
- Perform a technical and administrative screening of self-declarations;
- Contribute to improving the visibility of self-declarations.

Contribute to training activities concerning preparation of dossiers

- Analyse structure and content gaps between submitted applications and requirements;
- Design training programmes and training material aimed at improving the quality of submitted dossiers and their compliance with the relevant chapters of the Code;
- Deliver regional training sessions and monitor impact.

Provide technical advice and support on the work of the Status Department

- Contribute to the preparation of responses to enquiries from Member Countries and other stakeholders;
- Prepare relevant documents and undertake analysis as required.

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Qualifications and Experience

Required qualifications

- A postgraduate degree in veterinary medicine (Doctor of Veterinary Medicine – DVM)
- At least 5 years of professional experience in veterinary epidemiology, including exposure to disease control programmes design, implementation or monitoring

Additional experience (asset)

- Certification in epidemiology and/or experience of infectious animal diseases
- Work experience with national Veterinary Services
- Experience in provision of secretariat functions at national or international level

Requirements

Technical skills:

- Ability to work in English at a high level including excellent oral and written communication skills
- Excellent writing skills and ability to summarise complex technical discussions into clear and concise reports
- Strong analytical skills
- Good working knowledge of Microsoft Office, in particular Word, Excel and Access
- Good knowledge of a second OIE official language (Spanish or French)

Additional technical skills (asset)

- Proficiency in a third OIE official language (Spanish or French)

Interpersonal skills

- Excellent communication skills
- Ability to establish and maintain good working relationships in a multinational and multicultural environment;
- Proactivity, and a results-oriented approach
- Excellent organisation skills and ability to meet specific deadlines
- Keen sense of observation, attention to detail and accuracy

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 and may entail 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 **21 October 2020** at the latest by clicking on the link below.

[**APPLY HERE**](#)