

Vacancy announcement

Position title: Project Officer for the Sub-Regional Representation for South East Asia

Salary range: international salary, depending on the level qualifications and extent of experience and donor constraints

Duration of the position: 12 months, renewable

Responsibilities:

Under the authority of the OIE Director General and the supervision of the OIE Sub-Regional Representative for South East Asia, the incumbent will be responsible for the following:

- Provide project management and communication support in the implementation of various projects under the Stop Transboundary Animal Diseases and Zoonoses (STANDZ) Initiative;
- Assist in drafting routine project reports in accordance with the Monitoring and Evaluation (M&E) Plan, for submission to OIE Headquarters in accordance with relevant Donors' requirements;
- Coordinate the planning and records of meetings and maintain a data base of actions;
- Draft, edit and prepare documents as required;
- Design and coordinate the conduct of relevant field studies, including in-depth epidemiological investigation of FMD and other TADs and zoonoses ;
- Provide technical support to members;
- Support the Sub-Regional Representative in the various operations of the Sub-Regional Representation for South East Asia,
- In agreement with the Sub-Regional Representative, participate in all major relevant regional and international meetings, seminars and conferences;
- Promote the visibility of the OIE as an independent, scientific and highly professional center of excellence throughout the South East Asia ;
- Carrying out any cognate duties.

In addition, the Director General or the Sub-Regional Representative may, where necessary, assign to the incumbent any other duties within his or her area of competence.

Qualifications and Experience:

- A degree in Veterinary Medicine, with a relevant experience in animal health and veterinary administration;
- Relevant work experience in the international arena (at least 2 or 3 years of experience);
- Skills in, and a detailed understanding of, technical and scientific animal health management;
- Experience with strategy/action plan development and implementation, including monitoring and evaluation requirements;
- Good communication, facilitation, analytical and diplomatic skills;
- Excellent command in spoken and written English;
- Proficient in the use of usual office software (word processing, spreadsheet, internet and e-mail, presentations and simple databases).

Other information:

- The post is Bangkok-based (Thailand) with frequent travel to the South East Asian countries.
- OIE staff members are international civil servants under the authority of the Director General. They may be assigned to any activity or department of the Organisation;
- This is a full time job. Furthermore, the person selected to hold the position can start immediately

Women are encouraged to apply.

The C.V. of the interested candidate shall be addressed to the attention of Dr Ronello Abila, OIE Sub Regional Representative for South East Asia (r.abila@oie.int), copied to Dr Philipp Widders (p.widders@oie.int) **before the 21 May 2015**.