



Paris, 24 March 2022

Decision No. 2022-6

Subject: Operational implementation of the document “Clarifying the Terms of Reference of the OIE Regional and Sub-Regional Representations (RRs/SRRs)” and the Terms of reference of the Regional and Sub-Regional Representatives

The Director General,

Having regard to objective 5 of the OIE Seventh Strategic Plan “efficiency and agility”, and in particular point 5.b on reviewing the business model of the Regional and Sub-Regional Representations (“Representations”), and to the lessons learned from the pandemic which have accelerated the need to update and clarify certain documents in order to facilitate the work of staff at regional level and thereby improve the efficiency and agility of the Organisation,

Having regard to the Seventh Strategic Plan and the need to modernise the Organisation to enable it to better adapt to the new global challenges,

Having regard to the terms of reference and general functions of the OIE Representations as defined in the “Terms of Reference and Internal Rules for OIE Regional and Sub-Regional Representations” contained in the Basic Texts of the OIE,

Having regard to the need to define more clearly the role and responsibilities of the Representations to ensure that the Organisation responds in an optimal and appropriate manner to the needs and expectations of its Members,

Having regard to the need to harmonise and update the Terms of Reference for the Regional and Sub-Regional Representatives (“Representatives”),

Having regard to the various consultations that have taken place enabling the Representatives to comment on their Terms of Reference and take part in the discussions on the role and responsibilities of the Representations based on the document “Clarifying the Terms of Reference of the OIE Regional and Sub-Regional Representations (RRs/SRRs)”

DECIDES

Article 1: The document “Clarifying the Terms of Reference of the OIE Regional and Sub-Regional Representations (RRs/SRRs)” contained in Annex 1 of the present decision specifies the role and responsibilities of the Representations;

Article 2: The documents “Terms of Reference of the Regional Representatives” and “Terms of Reference of the Sub-Regional Representatives”, contained in Annex 2 of the present decision, update the responsibilities of the Representatives;

Article 3: The Regional Activities Department is responsible for overseeing the activities of the Representations and generally collaborating with the Representatives and the Representations to support them with implementing the document "Clarifying the Terms of Reference of the OIE Regional and Sub-Regional Representations (RRs/SRRs)";

Article 4: The Deputy Director General "Institutional Affairs and Regional Activities" is responsible for implementing the present decision;

Article 5: This decision shall take effect on 24 March 2022.



Monique Eloit

CLARIFYING THE TERMS OF REFERENCE OF THE OIE REGIONAL AND SUB-REGIONAL REPRESENTATIONS (RRs/SRRs)

(Supporting our regions to translate the OIE's mandate and Strategic Plan into relevant regional actions)

The OIE established Regional Representations ("RRs") and Sub-Regional Representations ("SRRs") worldwide to ensure the implementation of OIE activities around the world and to optimise the work of the Organisation by ensuring a direct follow-up of Members' needs, accomplishments and concerns by region/sub-region.

The OIE constantly strives to meet the increasing demands of its Members. Specifically, it aims to do this by helping them to ensure that, irrespective of their level of development, they are equipped with competent well-organised national Veterinary Services. The aim being that Members' national Veterinary Services would be capable of ensuring early detection of animal disease outbreaks, including zoonoses, and of providing a rapid and transparent response to such outbreaks. This effort would not be effective without the support of the OIE RRs/SRRs which are responsible for providing services on the ground adapted to the needs of Members of the region or sub-region concerned. The OIE RRs/SRRs provide these services with a view to strengthening animal disease surveillance and control within the region, and to liaising more closely with regional organisations with competencies complementary to those of the OIE.

Regional offices are established worldwide based on the size and diversity of the region/sub-region. They allow the OIE to remain committed to an all-inclusive and transparent approach, where every Member is well served and can thus engage in and contribute to the OIE's activities.

Each RR/SRR was created through a Resolution of the OIE World Assembly of Delegates, previously endorsed by the relevant Regional Commission, and on the advice of the Council as per Article 33 of the OIE General Rules. The broad functions of the OIE Regional and Sub-Regional Representations are further set out in the *Terms of Reference and Internal Rules for OIE Regional and Sub-Regional Representations*, included in the Basic Texts of the OIE. In addition to those functions described in the Basic Texts of the OIE, the RRs/SRRs as the eyes and ears of a growing organisation around the world, respond and adapt to current and future global challenges faced by the Organisation and its Members through the OIE strategic objectives as reflected below.

This document highlights and clarifies the aims, responsibilities and value of the OIE RRs/SRRs as set out in the Basic Texts.

Mission statement of the OIE RRs/SRRs

(Collaborating with Members and partners to implement OIE activities at regional level that respond to our Members' needs)

The OIE RRs/SRRs are the first contact point of the OIE with its Members and stakeholders at regional level, they ensure a close relationship and collaboration with the host country of the regional office through adequate due diligence. They promote the OIE's values and mandate, facilitating the active participation of Members in OIE activities and strengthening collaboration with relevant public and private interested parties to ensure that regional needs are well addressed by the Organisation and OIE activities are implemented worldwide and reported on with a clear vision and through proposals using a regional strategic approach to ensure a fruitful follow-up and implementation of the OIE vision and strategies.

Key roles of OIE RRs/SRRs

According to the mission statement of OIE RRs/SRRs, the OIE has identified four key roles regarding the work and support provided by the Regional and Sub-regional Representations to OIE Members:

1. Strategic
2. Institutional
3. Operational
4. Advocatory

The RRs/SRRs will work in close collaboration/communication with the Members of the Bureau of their respective OIE Regional Commissions to ensure that these four roles are carried out in line with the expectations of the Regional Commission. They will also work to ensure that the Members of the Bureau are directly involved and actively engaged in communicating the regional needs to the OIE, and in advocating at regional and national levels to ensure the active participation/contribution of all Members of the region in the activities of the Organisation.

The Bureau of the Regional Commission should communicate all the regional needs to the RR/SRR so that they can ensure that the regional work plan frameworks, when they exist, respond to those needs and are in line with the OIE Strategic Plan, as well as with the four key roles identified in this document.

1. STRATEGIC: Identify and understand regional priorities and specificities to enable planning for and delivery of activities, and to liaise accordingly with OIE Headquarters (HQ)

In their strategic role, the RRs/SRRs are responsible for relaying the mission and vision of the OIE to its Members as well as relaying regional needs to OIE HQ to ensure they are taken into account by the OIE as a whole.

This role is based on the clear understanding by the RRs/SRRs of the regional context and needs, as well as on the close follow-up of activities carried out at regional level, which allows RRs/SRRs and therefore HQ to have a clear vision of regional needs, the resources available and the best way to provide support and/or implement activities.

Accordingly, RRs/SRRs:

- Translate the OIE's mission and strategies regionally by planning, supporting and implementing activities in line with the OIE's mandate and strategic objectives, and according to the regional needs and context.
- Take the lead in defining the technical topics that need to be worked on in depth in collaboration with HQ, for the benefit of the region.
- Pursue opportunities for collaboration with potential partners (resource, technical and/or institutional).
- Highlight potential areas where the work of the OIE and Veterinary Services is relevant.
- Provide input to OIE HQ on important animal health and welfare developments in the regions which can have an impact on the overall priorities of the Organisation.
- Keep the Director General informed on politically sensitive issues that could affect decisions or the implementation of OIE activities at regional level.

Through this strategic role, the RRs/SRRs provide HQ with information on the Organisation's areas of operation based on current and potential regional needs and support the development of targeted strategies to better serve OIE Members.

2. INSTITUTIONAL: Strengthen and develop relationships with Members in the regions (individually and with OIE institutional regional bodies)

In their institutional role, the RRs/SRRs are responsible for ensuring that the Organisation maintains a close relationship with its Members, mainly by direct follow-up of Members' needs, performance and concerns with OIE institutional bodies and by supporting and facilitating a space for dialogue among the regional governance bodies.

This role is based on the RRs/SRRs close relationship with OIE Members through their direct contact with the Bureaus of the Regional Commissions and the regional members of the Council (or the Regional Core Groups). It also encompasses the close relationship with host countries in which the regional/subregional offices are located, and the political role played by the representatives at regional level.

Accordingly, RRs/SRRs:

- Represent the OIE (upon request of the OIE Director General) by interacting with regional/national high-level policy-makers to showcase the OIE's vision and strategies.
- Ensure follow-up of the activities of the Regional Commissions and support them through direct contact with the Bureaus of the Regional Commissions and the regional members of the Council (or the Regional Core Groups), including ensuring administrative support to the Regional Core Groups (preparing a strategic and productive agenda for meetings, ensuring follow up and reporting on meetings, etc.).
- Facilitate a long-lasting and fruitful relationship with the institutional regional bodies, which is key to facilitating regional dialogue and ensuring that regional needs are identified and addressed by the OIE.
- Encourage and support the Regional Commissions to define their strategic priorities through, among others, the development, implementation and follow up of a regional work plan framework.
- Provide HQ with clear information regarding the needs and concerns of Members, individually and regionally.
- Ensure that Members thoroughly understand the OIE's vision and strategies.

Through this institutional role, RRs/SRRs act as a conduit for concerns on Members' needs ensuring they are well understood and addressed by the OIE.

3. OPERATIONAL: Ensure technical implementation of OIE guidelines, activities and strategies, and institutional coordination with OIE regional bodies and OIE HQ, while following up on the vision of the OIE.

In their operational role, the RRs/SRRs are responsible for implementing OIE guidelines, strategies and activities adapted to the regional context, for supporting Members to ensure their active participation in OIE activities, for implementing and following up on specific projects at regional level, and for organising institutional and regional meetings.

This role is based on their responsibility to implement regionally the decisions taken at global level (OIE HQ) so as to ensure the harmonisation of the vision and strategies of the OIE worldwide and therefore, to better support Members in strengthening their animal health systems and ensuring emergency preparedness and resilience.

Accordingly, RRs/SRRs:

- Lead or coordinate, as appropriate, activities in their regions, including institutional events (Regional Conferences).
- Support OIE HQ in identifying relevant expertise within their respective regions/subregions that could be at the service of Members.
- Ensure the delivery of regional initiatives from the regional office itself as well as those initiatives suggested/requested by the Regional Commission to better respond to the regional needs.
- Assist in the sustainable planning and implementation of activities in the region.
- Support the active participation of Members in OIE activities.
- Facilitate a neutral space for dialogue among Members and the Specialist Commissions regarding the standard-setting process.
- Promote the PVS Pathway at regional/national level, including with potential technical and resource partners.
- Coordinate the existing mechanisms for disease control, such as the GF-TADs and the Tripartite, among others, and ensure that OIE activities are implemented to a high standard and that their content is in alignment with the OIE's vision.

- Ensure a close relationship between the OIE Collaborating Centres and Reference Laboratories and the OIE by supporting them to align their programmes with the vision and strategies of the OIE and identify better ways for them to support Members.
- Inform OIE HQ of any national or regional issue or change/evolution that could impact the implementation of OIE strategies and activities at national or regional level, and therefore the support provided to Members.
- Assess Members' specific needs in terms of the implementation of targeted OIE activities/key programmes and inform OIE HQ accordingly to ensure that the relevant support is provided.

Through this operational role, the RRs/SRRs ensure that OIE strategies, activities, instruments and tools are made available, explained, implemented and adapted (if needed) to Members in the regions.

4. ADVOCATORY: Promoting OIE activities at regional level

In their advocacy role, the RRs/SRRs are responsible for encouraging the active participation of Members in OIE activities, ensuring the compliance of Members' with their obligations towards the Organisation; as well as for developing the visibility and outreach of the OIE and its mandate across stakeholders in the region, including through partnerships as well as through new Memberships.

This role is based on the responsibility of RRs/SRRs to promote and advocate for OIE activities and guidelines at regional level always in close liaison with HQ.

Accordingly, RRs/SRRs:

- Encourage Members to comply with their obligations to the OIE (e.g. disease notification, standard implementation to protect animal health and enable safe trade, participation in institutional meetings, payment of contributions).
- Motivate Members to participate in OIE activities, including the standard-setting process, capacity-building activities, communication campaigns, and the implementation of Global Strategies.
- Seek potential resource partners of value for the region, following the methodology and guidance provided by OIE HQ.
- Sensitise high-level authorities regarding the importance of supporting Veterinary Services, as the cornerstone of the global health objectives.
- Prepare key political encounters (based on a strategic vision and following OIE guidelines) for advocacy and high-level interaction by the OIE management.
- Seek possibilities to attract new Memberships, including clear guidance and support to new Members in the process of accession to the OIE.

Through this advocacy role, RRs/SRRs expand the activities and knowledge of the Organisation and strengthen the relationship with Members and stakeholders at regional and country levels.

TERMS OF REFERENCE

<p>Job title: OIE Regional Representative</p>
<p>Positioning and reporting</p> <p>Under the authority of the Director General and in close coordination with the Deputy Director General (Institutional Affairs and Regional Activities) and the Regional Activities Department.</p>
<p>Job purpose</p> <p>The OIE Regional Representative represents the OIE and acts as the first contact point with the Organisation's Members and stakeholders at regional level. He/she promotes the OIE's values and mandate and ensures that regional needs are well addressed by the Organisation. He/she provides regionally adapted services to OIE Members so that they may improve the animal health situation in the region and comply with the OIE standards and guidelines. The OIE Regional Representative works closely with the Regional Activities Department and participates in building strong relationships with Members, especially through the Regional Core Groups and by fostering their engagement in OIE work. Lastly, he/she contributes to the coordination and effective delivery of OIE activities at regional level, including programmes/projects, in alignment with the strategic objectives and mission of the Organisation. He/she also ensures the compliance of the office in which he/she is based with all the responsibilities of the OIE Regional and Subregional Representations (RRs/SRRs), as indicated in the RRs/SRRs Terms of Reference as well as in the document "Clarifying the Terms of Reference of the OIE Regional and Subregional Representations".</p>
<p>Missions and activities</p> <p>Provide strategic guidance on the implementation of OIE activities and ensure the reporting and follow-up of those activities by the office he/she leads</p> <ul style="list-style-type: none"> • Identify and understand the priorities and specificities of the region so relevant activities can be planned and delivered, and to liaise accordingly with HQ. • Facilitate the design and implementation of strategic initiatives and define the regional roadmap in collaboration with relevant Departments/Units at HQ and in alignment with the Organisation's goals and regional needs. • Report to OIE HQ on the implementation of activities at regional level. • Strengthen the relationship with regional economic communities (RECs) and ensure follow-up on their programmes and policies, assessing the impact of regional/subregional projects and their relevance to OIE strategic objectives and policies. • Encourage OIE Reference Centres to streamline their programmes in line with the strategy/vision of the OIE. • Strengthen existing partnerships and assess and promote new opportunities for collaboration with existing or new partners, including resource mobilisation partners and RECs, to address topics that are also of interest to the OIE (i.e., climate change, the environment, wildlife, etc.). • Identify new areas where the work of the OIE and Veterinary Services could potentially be relevant and consider new needs and expectations to see how OIE activities can be adapted. • Advocate for OIE policies and develop the visibility and outreach of the OIE and its mandate across stakeholders in the region, including through partnerships. • Where possible, seek financial support for Conferences, seminars and any other OIE activity that could be supported financially by an external donor or an OIE Member.

- Coordinate the existing mechanisms for disease control, the implementation of the One Health concept as well as the Tripartite at regional level by, among others, ensuring close collaboration with key partners (Food and Agriculture Organization of the United Nations [FAO], World Health Organization [WHO], United Nations Environment Programme [UNEP]) at regional level.
- Assume the responsibility of the regional secretariat of the Global Framework for the Progressive Control of Transboundary Animal Diseases (GF-TADs) by supporting the development and implementation of regional GF-TADs' strategies, facilitating the coordination with the global GF-TADs' structure, and by fostering a spirit of collaboration with FAO, other regional partners and OIE Members.
- Upon request of the Director General, and through collaboration with the Deputy Director General, represent and promote the Organisation during meetings with high-level government authorities.

Ensure follow-up and provide support to Members¹ and stakeholders as first contact point of the OIE in the region he/she leads

- Contribute to improving the quality of information on animal diseases, and the harmonisation of control methods used for these diseases, in close collaboration with national or international Animal Health Services in the region, and in line with the OIE's strategic objectives.
- Support Members in the implementation of OIE global strategies adapted to the regional context.
- Ensure the implementation and follow-up of specific projects as well as the organisation of institutional meetings.
- Encourage active participation of Members in OIE activities, including, for instance, in the standard-setting process and facilitate a neutral space for dialogue among Members and the Specialist Commissions regarding the standard-setting process.
- Facilitate the participation of Members in OIE activities and training programmes.
- Promote the PVS at regional/national level, including explaining to resource partners the usefulness of the PVS outcomes to ensure a better targeted investment.
- Contribute to the strengthening/development of relationships and coordinate/interact with the Members of the Region, the Regional Core Groups, regional stakeholders and partners, in close collaboration with the OIE Regional Activities Department, to ensure that regional needs are well addressed by the Organisation and that the implementation of OIE activities at regional level are in line with the OIE strategic objectives and vision, and in support of Members' needs.
- Ensure a close relationship and close collaboration with the host country of the regional office he/she leads.
- Promote, where possible and in close cooperation with national Veterinary Services, the dissemination of OIE texts in local and regional languages.
- Sensitise Members to the importance of paying OIE contributions.

Manage and provide leadership to the Regional Office team

- Translate strategic goals into team objectives and monitor collective and individual performance.
- Ensure the office's compliance with its responsibilities as indicated in the RRs/SRRs Terms of Reference as well as in the document "Clarifying the Terms of Reference of the OIE Regional and Subregional Representations".
- Foster a positive and productive work environment through the provision of constructive feedback.
- Motivate the team and be responsible for continually channelling information to and from the team, within the office itself and around the Organisation.

¹ As per the internal list of countries distributed per regional office.

- Organise and oversee tasks to ensure the delivery of the team's missions.
- Participate in the staff recruitment process as well as staff competency development and annual performance appraisals.
- Manage, improve and, where necessary, identify and formalise the different processes of the office.
- Manage the financial and administrative operations of the office.
- Plan, propose and coordinate with the OIE HQ related Directions/Departments budgetary propositions for the different activities covered by the office.
- Ensure collaboration among team members to promote transversal cooperation and communication within the office.

Coordinate the implementation of activities at regional level based on the OIE strategic objectives and responding to regional needs

- Have a global vision of the activities carried out in the region as a whole by the Regional and Subregional Representations to make sure that regional needs are well and harmoniously addressed within the region.
- Coordinate with the relevant Representatives on ensuring follow-up on Members with double membership to ensure supporting those Members properly and in accordance with the RRs/SRRs Terms of Reference as well as in the document "Clarifying the Terms of Reference of the OIE Regional and Subregional Representations". and the OIE internal note on 'Interaction of OIE Members with OIE RR/SRR and participation of Members with double Membership in the different OIE Regional Commissions activities and discussions'.
- Ensure that monthly and annual reporting as well as activity planning are provided by the region in a timely manner.
- Coordinate and strengthen relationships among the regional and subregional representations.
- Ensure collaboration among colleagues and the promotion of the work of the OIE on a regional basis.

Qualifications and experience

Required qualifications

- A degree in Veterinary Medicine or in a related field
- At least 15 years of professional experience working in Veterinary Authorities, public and/or environmental health, governmental organisations, or a Regional Economic Community
- At least 5 years of experience in management
- At least 5 years of experience in an international environment

Additional qualification and experience (asset)

- A postgraduate qualification
- Good knowledge of the major issues in animal health in the region as well as the region's Veterinary Services, including eventually experience as OIE Delegate and/or Chief Veterinary Officer (CVO)
- Deep understanding of the political context and cultural differences in the region/subregion
- Deep knowledge of international and regional organisations

Requirements:

Technical skills

- Ability to work in English at a high level, including excellent oral and written communication skills
- Proficiency in a second OIE official language (Spanish or French)

- Strong analytical skills with the ability to collect and analyse information, problem solve, and make decisions
- Excellent writing skills and ability to summarise complex technical and institutional discussions into clear and concise reports
- Good computer skills in the Microsoft environment

Additional skills (asset)

- Good working knowledge of one of the local languages in the region

Interpersonal skills

- Excellent leadership skills and the capacity to motivate and develop team members
- Excellent advocacy and communication skills (verbal, written, interpersonal, presentations) to support and engage with all Members and objectively convey the opinions and interests of the region at global level
- Demonstrated initiative, including ability to think strategically and achieve results
- Organisational awareness: strong ability to establish priorities and work within tight timelines
- Attention to detail and capacity for global overview
- Courtesy, tact, and the ability to establish and maintain good working relationships in a multinational and multicultural environment (diplomacy)
- Strong confidentiality awareness
- A good and wide network as well as good relationship with current and potential partners in the region

Working conditions:

The post is a full-time position based at the OIE Regional Representation for **XXXXX**. It requires long hours in a seated position at a computer. The position entails regular missions abroad.

General information:

Job title: OIE Sub-Regional Representative**Positioning and reporting**

Under the authority of the Director General and in close coordination with the Deputy Director General (Institutional Affairs and Regional Activities), the Regional Representative and the Regional Activities Department.

Job purpose

The OIE Sub-Regional Representative represents the OIE and acts as the first contact point with the Organisation's Members and stakeholders in the subregion. He/she promotes the OIE's values and mandate and ensures that regional needs are well addressed by the Organisation. He/she provides subregional adapted services to OIE Members so that they may improve the animal health situation in the subregion and comply with the OIE standards and guidelines. The OIE Sub-Regional Representative works closely with the Regional Activities Department and participates in building strong relationships with Members, especially through the Regional Core Groups and by fostering their engagement in OIE work. Lastly, he/she contributes to the coordination and effective delivery of OIE activities at sub-regional level, including programmes/projects, in alignment with the strategic objectives and mission of the Organisation. He/she also ensures the compliance of the office in which he/she is based with all the responsibilities of the OIE Regional and Subregional Representations (RRs/SRRs), as indicated in the RRs/SRRs Terms of Reference as well as in the document "Clarifying the Terms of Reference of the OIE Regional and Subregional Representations".

Missions and activities**Provide strategic guidance on the implementation of OIE activities and ensure the reporting and follow-up of those activities by the office he/she leads**

- Identify and understand the priorities and specificities of the subregion so relevant activities can be planned and delivered, and to liaise accordingly with HQ.
- Facilitate the design and implementation of strategic initiatives and define the regional roadmap in collaboration with relevant Departments/Units at HQ and in alignment with the Organisation's goals and subregional needs.
- Report to OIE HQ on the implementation of activities at subregional level.
- Strengthen the relationship with regional economic communities (RECs) and ensure follow-up on their programmes and policies, assessing the impact of subregional projects and their relevance to OIE strategic objectives and policies.
- Encourage OIE Reference Centres to streamline their programmes in line with the strategy/vision of the OIE.
- Strengthen existing partnerships and assess and promote new opportunities for collaboration with existing or new partners, including resource mobilisation partners and RECs, to address topics that are also of interest to the OIE (i.e., climate change, the environment, wildlife, etc.).
- Identify new areas where the work of the OIE and Veterinary Services could potentially be relevant and consider new needs and expectations to see how OIE activities can be adapted.
- Advocate for OIE policies and develop the visibility and outreach of the OIE and its mandate across stakeholders in the subregion, including through partnerships.
- Where possible, seek financial support for Conferences, seminars and any other OIE activity that could be supported financially by an external donor or an OIE Member.

- Coordinate the existing mechanisms for disease control, the implementation of the One Health concept as well as the Tripartite at subregional level by, among others, ensuring close collaboration with key partners (Food and Agriculture Organization of the United Nations [FAO], World Health Organization [WHO], United Nations Environment Programme [UNEP]) at subregional level.
- Support the Regional Representative in activities related to the regional secretariat of the Global Framework for the Progressive Control of Transboundary Animal Diseases (GF-TADs), including by supporting the development and implementation of regional GF-TADs' strategies, facilitating (when needed) the coordination with the global GF-TADs' structure, and by fostering a spirit of collaboration with FAO, other subregional partners and OIE Members.
- Upon request of the Director General, and through collaboration with the Deputy Director General, represent and promote the Organisation during meetings with high-level government authorities.

Ensure follow-up and provide support to Members² and stakeholders as first contact point of the OIE in the subregion he/she leads

- Contribute to improving the quality of information on animal diseases, and the harmonisation of control methods used for these diseases, in close collaboration with national or international Animal Health Services in the subregion, and in line with the OIE's strategic objectives.
- Support Members in the implementation of OIE global strategies adapted to the regional context.
- Ensure the implementation and follow-up of specific projects as well as the organisation of institutional meetings.
- Encourage active participation of Members in OIE activities, including, for instance, in the standard-setting process and facilitate a neutral space for dialogue among Members and the Specialist Commissions regarding the standard-setting process.
- Facilitate the participation of Members in OIE activities and training programmes.
- Promote the PVS at subregional/national level, including explaining to resource partners the usefulness of the PVS outcomes to ensure a better targeted investment.
- Contribute to the strengthening/development of relationships and coordinate/interact with the Members of the Region, the Regional Core Groups, regional stakeholders, and partners, in close collaboration with the OIE Regional Activities Department, to ensure that regional needs are well addressed by the Organisation and that the implementation of OIE activities at subregional level are in line with the OIE strategic objectives and vision, and in support of Members' needs.
- Ensure a close relationship and close collaboration with the host country of the subregional office he/she leads.
- Promote, where possible and in close cooperation with national Veterinary Services, the dissemination of OIE texts in local and regional languages.
- Sensitise Members to the importance of paying OIE contributions.

Manage and provide leadership to the Subregional Office team

- Translate strategic goals into team objectives and monitor collective and individual performance.
- Ensure the office's compliance with its responsibilities as indicated in the RRs/SRRs Terms of Reference as well as in the document "Clarifying the Terms of Reference of the OIE Regional and Subregional Representations".
- Foster a positive and productive work environment through the provision of constructive feedback.
- Motivate the team and be responsible for continually channelling information to and from the team, within the office itself and around the Organisation.

² As per the internal list of countries distributed per regional office.

- Organise and oversee tasks to ensure the delivery of the team's missions.
- Participate in the staff recruitment process as well as staff competency development and annual performance appraisals.
- Manage, improve and, where necessary, identify and formalise the different processes of the office.
- Manage the financial and administrative operations of the office.
- Plan, propose and coordinate with the OIE HQ related Directions/Departments budgetary propositions for the different activities covered by the office.
- Ensure collaboration among team members to promote transversal cooperation and communication within the office.

Maintain regional cooperation and harmonisation in the implementation of activities based on the OIE strategic objectives and responding to the regional needs

- Collaborate with the smooth communication and cooperation among the different OIE offices in the region to make sure that regional needs are well known and harmoniously addressed in the whole region and that all regional offices act as a whole region.
- Coordinate with the relevant Representatives on ensuring follow-up on Members with double membership to ensure supporting those Members properly and in accordance with the RRs/SRRs Terms of Reference as well as with the document "Clarifying the Terms of Reference of the OIE Regional and Subregional Representations" and the OIE internal note on 'Interaction of OIE Members with OIE RR/SRR and participation of Members with double Membership in the different OIE Regional Commissions activities and discussions'.

Qualifications and experience

Required qualifications

- A degree in Veterinary Medicine or in a related field
- At least 15 years of professional experience working in Veterinary Authorities, public and/or environmental health, governmental organisations, or a Regional Economic Community
- At least 5 years of experience in management
- At least 5 years of experience in an international environment

Additional qualification and experience (asset)

- A postgraduate qualification
- Good knowledge of the major issues in animal health in the subregion as well as the region's Veterinary Services, including eventually experience as OIE Delegate and/or Chief Veterinary Officer (CVO)
- Deep understanding of the political context and cultural differences in the region/subregion
- Deep knowledge of international and regional organisations

Requirements:

Technical skills

- Ability to work in English at a high level, including excellent oral and written communication skills
- Proficiency in a second OIE official language (Spanish or French)
- Strong analytical skills with the ability to collect and analyse information, problem solve, and make decisions
- Excellent writing skills and ability to summarise complex technical and institutional discussions into clear and concise reports
- Good computer skills in the Microsoft environment

Additional skills (asset)

- Good working knowledge of one of the local languages in the subregion

Interpersonal skills

- Excellent leadership skills and the capacity to motivate and develop team members
- Excellent advocacy and communication skills (verbal, written, interpersonal, presentations) to support and engage with all Members and objectively convey the opinions and interests of the region at global level
- Demonstrated initiative, including ability to think strategically and achieve results
- Organisational awareness: strong ability to establish priorities and work within tight timelines
- Attention to detail and capacity for global overview
- Courtesy, tact, and the ability to establish and maintain good working relationships in a multinational and multicultural environment (diplomacy)
- Strong confidentiality awareness
- A good and wide network as well as good relationship with current and potential partners in the subregion

Working conditions:

The post is a full-time position based at the OIE Regional Representation for **XXXXX**. It requires long hours in a seated position at a computer. The position entails regular missions abroad.

General information: