

# Terms of Reference

## Young Professional Officer – WOAHP Survey Specialist

**Duration: 12 months (renewable)**

### Positioning and reporting

Under the authority of the WOAHP's Deputy Director General (International Standards and Science), and the direct supervision of the Head of the Data Integration Department (DID).

### Job purpose

The Young Professional Officer – WOAHP Survey Specialist will have a transversal role within the Organisation and lead two key activities (i) coordination WOAHP survey activities which is spearheaded by DID and (ii) designing and implementation of surveys related to the Observatory thematic studies.

He/she will work with the survey coordination focal persons nominated in each WOAHP department and regional representation and with the Observatory team in DID.

#### *Data Integration Department*

To expand on the delivery of its 7th Strategic Plan, particularly on data governance and responding to Members needs, the Organisation created the Data Integration Department (DID) aiming at applying the principles of data integration to four major areas of the Organisation's activity, in order to support decision-making.

- 1) WOAHP's Observatory: a transversal programme that provides an overview of the uptake of international standards on animal health and welfare and veterinary public health by WOAHP Members. It contributes to the progressive improvement of Members implementation as well as to the constant assessment of WOAHP's corporate initiatives by providing valuable feedback and recommendations.
- 2) the economic impact of animal diseases and health issues.
- 3) epidemic intelligence strategy and analysis.
- 4) *WOAHP's Survey Support Service*, which provides resources to help WOAHP staff to plan and design surveys. The Service currently consists of (i) a survey coordination tool where information can be entered about upcoming surveys and request DID's support with surveys, (ii) documents such as checklists and other sources for information for the planning and running of survey, (iii) quarterly survey coordination meetings.

#### *Survey Coordination Focal Persons*

WOAHP's survey coordination system enables the Organisation to discuss survey plans, share experience and identify collaboration and cooperation opportunities in order to ensure that the Organisation obtains the necessary information from Members to deliver on its mandate while making sure that Members are not overwhelmed with survey requests. A Survey coordination focal person is nominated in each department and regional representation.

They are task with the three key activities:

- Attending quarterly survey coordination meetings to plan, share experiences and identify collaboration and cooperation opportunities.
- Ensuring that all relevant surveys lead by respective WOAHP department and regional representation targeted to WOAHP Members are included in the Survey Coordination Tool developed by DID.
- Contribute to the development of future organisation strategies for survey coordination

### Activities

#### **Support the coordinate of WOAHP surveys:**

- Lead the finalisation, implementation and enhancement of a survey coordination governance framework
- Ensure the secretariat of quarterly survey coordination meetings by:
  - organising meetings relevant to survey coordination
  - communicating with Survey Focal Persons to ensure the survey coordination tool is completed prior to each meeting
  - work with the epidemiologist within DID to perform and communicate on the descriptive statistics of information included in the survey coordination tool
  - development of agendas and PowerPoint for the survey coordination meetings
  - preparing reports and following-up to ensure key decision and activities of each meeting are implementing
- Encourage and support focal persons within the Organisation to plan and report on their future surveys
- Provide technical support in the design, conduct and analysis of surveys
- Facilitate WOAHP communication on surveys to its Members (publication of planned surveys and deliverables of past surveys)

# Terms of Reference

## Conduct surveys for the Observatory thematic studies

- Advise on the best options to consult Members to obtain necessary information (questionnaire, interviews, group discussions...)
- In close collaboration with the subject matter experts, design the survey
- Conduct interviews and facilitate group discussions when relevant
- Code the qualitative information into quantitative information / data to facilitate the analysis of the collected information.

## Qualifications and Experience

### *Required qualifications*

- A university degree in economics, statistics, social science, business management or related field.
- At least 3 year relevant professional experience.
- Experience in survey methodology development and implementation
- Experience conducting quantitative and qualitative research, including in-depth interviews
- Experience in a regulatory environment or in animal health would be highly appreciated.
- 3 years of project management/coordination experience

### **Requirements:**

#### *Technical skills:*

- Ability to work in English at a high level including excellent oral and written communication skills;
- Strong analytic and research skills
- Ability in data visualisation techniques and communication skills to socialize key concepts and insights.
- Ability to perform analysis from qualitative interviews (coding qualitative information into quantitative information)
- Strong understanding of data management platforms
- Ability to summarise complex technical discussions into clear and concise documents and reports;

#### *Interpersonal skills:*

- Excellent communication skills (written and spoken);
- Excellent coordination skills with ability to establish and maintain good working relationships in a multinational and multicultural environment;
- Attention to details;
- Strong organisation skills and ability to meet specific deadlines.

## Working conditions

- Office based position at WOAHA headquarters in Paris, France.