

TERMS OF REFERENCE

Position title:	Principal Veterinary Officer. This is a contractual post.
Duty station:	Port Vila, Vanuatu
Employment duration:	36 months
Reports directly to:	Director Biosecurity Vanuatu
Subordinates	Senior Veterinary Officers & Meat Inspectors
Purpose:	The purpose of this position is to recruit a veterinarian by profession to provide advice and support under the veterinary services for the Biosecurity department until the formal recruitment of a Veterinary Officer is completed.
Overall job content:	<p>The officer will be providing advice for the assessment of imports of live animals and animal products to ensure the veterinary service related to trade facilitation is achieved.</p> <p>The officer is to work a schedule of a minimum of forty (40) hours per week.</p>

Specific tasks and responsibilities:

1. License the import of animals and animal products including frozen fish in compliance with Vanuatu legislation to protect Vanuatu's borders
2. Implement post-import quarantine measures, as required by import legislation for imported animals and animal products to protect Vanuatu's biosecurity
3. As directed liaise with potential importers of animals and/or animal products and the exporting competent authority and develop import risk analyses for new import requests
4. Certify the export of animals and animal products in compliance with Vanuatu legislation to provide credible animal health and product sanitary assurance for the importing country's competent authority
5. Assist with the development of animal disease surveillance systems to detect, report, and manage exotic animal disease incursions, new disease outbreaks, or changes in the animal health status, and assist in their application

6. Assist with programs aimed at improving and developing the animal production capacity of Vanuatu

Qualifications and Skills:

1. University Degree in Veterinary medicine;
2. Experience in administrative work, preferably in a developing country organization;
3. A demonstrated ability in financial management of development projects and in liaising and cooperating with Government officials, Donor partners, farmers and NGOs;
4. Self-motivated and availability to work under pressure;
5. Possess a positive attitude and work well with others;
6. Excellent verbal and writing communication skills in English or French;
7. Good knowledge of Word, Excel, Outlook, Internet Explorer.