

Announcement of the Executive Director position of the ASEAN Coordinating Centre for Animal Health and Zoonoses (ACCAHZ).

Job Reference No: 0001

Job Title: Executive Director - ACCAHZ

Opening Date: 9 April 2026

Closing Date: 7 May 2026

Job Description

Animal health and zoonoses are cross-cutting concerns within and among AMS as they affect public health and food safety, having direct economic implications due to the costs that animal disease outbreaks can trigger. Such concerns know no political, social, cultural, economic and geographical boundaries. Therefore, effective animal disease control requires coordination at all levels (national, regional, and global). Thus, there is a need for a comprehensive, integrated and concerted approach, requiring an efficient, effective and responsive Regional Coordination Mechanism (RCM) that will coordinate, harmonize and unify approaches in animal health and zoonoses measures, including disease surveillance, diagnosis and control, and quick response, for the ASEAN region.

The ASEAN Coordinating Centre on Animal Health and Zoonoses (ACCAHZ) was established to develop and sustain a regional mechanism that will facilitate coordination and cooperation among AMS and relevant national and international partners and stakeholders in the prevention, control and eradication of transboundary animal and zoonotic diseases in the region. The ACCAHZ also aims to contribute towards food security and safety, animal and human health, poverty alleviation, and the well-being and livelihood of the people of ASEAN.

The Executive Director position will be appointed and work under the terms and conditions that were drawn up by the ACCAHZ Governing Board. The ACCAHZ Executive Director will be responsible for the overall leadership and management of the ACCAHZ office and will be the Chief Administrative Officer of ACCAHZ. The Executive Director shall uphold the highest standards of integrity, efficiency, and competency of the position and have the responsibility and accountability to set the values for the ACCAHZ office.

Location

The position is located in the ACCAHZ Office, Sepang, Malaysia.

Reporting Lines

The Executive Director reports to the Governing Board of ACCAHZ comprising the Directors-General or Chief Veterinary Officers of the Focal Agencies of the 11 ASEAN Member States.

Duties and Responsibilities

The Executive Director will carry out the duties and responsibilities of the ACCAHZ Office in accordance with the provisions outlined in this Terms of Reference (TOR) along with the ACCAHZ Establishment Agreement, relevant Rules of Procedure (ROPs) and relevant ACCAHZ instruments, protocols, and established practices.

1. Management of ACCAHZ Activities

- Plan, implement and manage the work and deliverables of the ACCAHZ office
- Responsible for the appointments and issuance of contracts of the Staff Members of the ACCAHZ.
- Recommend the appointment and termination of the ACCAHZ staff to the ACCAHZ Governing Board.
- Supervise, provide guidance and direction, and approve tasks and activities of human resources of the ACCAHZ Office.
- Effectively manage all office resources, including human, financial, and physical resources, as guided by relevant ROPs.
- Develop necessary guidelines, rules, and manuals to support the operationalization of the ACCAHZ Office, with the approval of the Governing Board.

2. ACCAHZ Work Program

- Prepare the work programme of ACCAHZ over four years and more extended periods. Ensure to implement and monitor the approved work programme and budget

3. Facilitation and Coordination

- Facilitate, coordinate, and promote cooperation among the ASEAN Member States (AMS), between AMS and ASEAN Dialogue Partners, ASEAN Development Partners, Private Sectors and international and regional collaborative platforms on animal health and zoonoses as well as other relevant stakeholders. As well as managing and exploring partnerships with ASEAN bodies and other external stakeholders.

4. Policy and technical advisory

- Provide policy and technical advisory support to the AMS in developing and implementing regional strategies for prevention, response, control, and eradication of Transboundary animal diseases (TADs) and zoonoses.
- Provide policy and technical advisory to the ASEAN Sectoral Working Group on Livestock (ASWGL) and other relevant ASEAN bodies in developing and implementing regional strategies.

5. Project Management

- Develop proposals to seek support and assistance in developing and implementing regional strategies and initiatives for the prevention, response, control, and eradication of TADs and EIDs.
- Facilitate and coordinate the development of initiatives and projects, including vertical (disease-specific) and horizontal (cross-cutting thematic) initiatives in animal health and zoonoses, in line with global, regional, and national strategies.

6. Meetings and Reporting

- Support the chair of the ACCAHZ Governing Board in conducting its meetings, as well as participate in ASEAN meetings such as ASEAN Sectoral Working Group on Livestock and its sub-working groups, as well as Senior Officials Meeting of ASEAN

Ministers for Agriculture and Forestry (SOM-AMAF) and the ASEAN Ministers Meeting for Agriculture and Forestry (AMAF).

- Coordinate and prepare meeting documents, as well as prepare meeting reports and annexes, and also provide updates on developments related to animal health and the zoonoses sector.

7. Resource and Funds mobilization

- Leads resource mobilization efforts with multilateral partners, financial institutions, and the private sector as well as other legal funding sources for and implementation of ACCAHZ activities and the sustainability of ACCAHZ.
- Prepare the annual operational budget for the ACCAHZ office, and oversee the physical verification of the ACCAHZ's fixed assets and inventory items.

Minimum Qualifications

1. Possess at least a Doctor of Veterinary Medical Degree or comparable veterinary degree.
2. At least 15 years of experience with a proven track record and senior-level exposure:
 - i. In government, inter-governmental, and/or international organizations particularly in outreach and donor programmes; and
 - ii. In dealing with a wide spectrum of Organizational and Corporate Management practices and familiar with diplomatic protocol.

Core competencies

1. Ability to cooperate with and/or lead effectively people of different national and cultural backgrounds in an international setting;
2. Experience in resource mobilization and partnership building,
3. Demonstrated skills in problem-solving, planning, policy development and analysis and the development of procedures.
4. Demonstrated ability to self-start, motivate staff and work effectively with people at all levels of the organisation.
5. Demonstrated sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environments and international settings.
6. Demonstrated commitment to collaborative work practices.
7. Proven ability for accuracy under pressure and adherence to deadlines.
8. Excellent command of English, written and spoken.

Remuneration and Benefits

The successful candidate will be offered a basic salary of USD 7,000 and an attractive remuneration package including relocation and repatriation allowance, housing allowance, home leave passage, medical coverage and insurance. Subject to good performance during the probation, the candidate will be offered a fixed term contract of three (3) years, inclusive of the 6-month probationary period.

How to apply

- Those who wish to apply must do so through the application process within the advertised time period and shall submit the following documents:
 - a) Cover letter
 - b) Resume/CV
 - c) Reference Lists and Recommendation letters
 - d) Academic qualification (Transcript of Records and Degree Certificates)
 - f) Employment records
- Interested candidates must submit their applications via email to accahz.hr@outlook.com **no later than 7 May 2026 (End of Day)**.
- To ensure efficient processing and classification of your application, please use the following format for the email subject line:
 "Application for Executive Director - ACCAHZ (Job Reference No: 0001)".
- Only applications with complete documentary requirements will be processed. Applications received beyond this date will not be considered. All applicants will be given notice as to the status of their application.

Additional Information

The ACCAHZ does not ask for payment at any stage of its recruitment process (application, processing, training, interviewing, testing, or other fees) nor authorises anyone to officially receive applications from prospective candidates, except through the ACCAHZ Executive Director Selection Committee's communication. The public is strongly advised to be vigilant when dealing with financial transactions online and to report any suspicious individuals or accounts representing the ACCAHZ.