

VACANCY NOTICE NO: 2264 DEADLINE FOR APPLICATION: 25 October 2023 29 day(s) until closing deadline - Currently accepting applications				
POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Assistant Secretary-General	ASG	Geneva, Switzerland	2 January 2024 or as soon as possible thereafter	Fixed-term - 2 years Fixed-term of two years with possibility of renewal. Renewal shall not go beyond the term of service of the Secretary-General.
ORGANIZATIONAL UNIT Office of the Secretary-General			WMO is committed to achieving diversity and a balanced workforce. Applications are welcome from qualified women and men, including those with disabilities. The statutory retirement age after 1 January 2014 is 65. For external applicants, only those who are expected to complete the term of appointment will normally be considered.	
DUTIES AND RESPONSIBILITIES The Assistant Secretary-General (ASG) reports directly to the Secretary-General. As a member of the Executive Management, the Assistant Secretary-General is responsible for ensuring the operation of the organization's overall corporate strategic direction in accordance with its statutory framework and regulations. This role encompasses a wide range of responsibilities, including participating in corporate decision-making, providing high-level advice and guidance, leading various operational areas, driving reform initiatives, and overseeing the overall of administration of the Organization and ensuring resources mobilization accordingly. The incumbent's responsibilities include: (a) Participate in the highest-level of corporate decision-making with respect to identifying and implementing strategic directions for the organization; (b) Contribute with the vision design and provide high-level advice and guidance to the Secretary-General on the management of regular budget and extrabudgetary resources, management, and innovative organizational approaches; (c) Lead, manage and coordinate the organization's, finance, budgeting, risk management. Corporate IT, human resources, conferences, linguistic services, travel, procurement, and facilities management; (d) Assist the Secretary-General in administrative and management matters, contributing to overall strategies, policies, and the achievement of managerial objectives; (e) Lead, guide and ensure an effective resource mobilization strategy and implementation of extrabudgetary projects and initiatives towards Member's needs; (f) Lead, manage and coordinate Public Private Engagement (PPE) Office strategy according to WMO adopted approach; (g) Oversee CREWS Secretariat and SOFF Secretariat. Manage the effective interactions between those funding partners with WMO Secretariat, Members and Constituent Bodies; (h) Oversee programmatic/administrative tasks with respect to budget preparation, performance monitoring, reporting and results-based budgeting; (i) Ensure operational effectiveness and accountability for the use of resources, including redeployment when necessary; (j) Guide the establishment of accountability systems to review activities and goals against strategies; (k) Provide guidance on the improvement of existing operational structures, policies, and procedures for high-performance results-based management; (l) Lead reform initiatives in administrative management and operations, including streamlining and simplifying processes; (m) Liaise and report to oversight bodies and intergovernmental bodies on budget/programme performance or other substantive issues;			QUALIFICATIONS Education Advance university degree (master's degree or equivalent degree) in international relations, law, business and/or public administration, economics, actuary or other related social science's areas is required. Experience Over 15 years of progressively responsible experience acquired at the United Nations (or its agencies), governmental institutions, development partners, funding agencies, non-governmental organizations, private sector and/or inter- governmental organizations, of which at least five years are at the senior leadership (Director) level. Experience in staff management with multi-disciplinary teams of experts across a variety of job functions and creating an enabling environment. Experience in resource mobilization, international relations and partnerships towards sustainable development and resources implementation. Demonstrated ability to deliver transformative change. Familiarity with the UN system and key UN agreements of relevance for WMO and its Members. Experience in managing complex work assignments and diverse, multicultural teams. Experience in providing substantive support and representation to intergovernmental processes and meetings on behalf of the United Nations (or agencies). Other requirements Proven ability to carry out organizational duties and responsibilities similar to those outlined for this position, in a multicultural environment and under a high- level of stress, with high efficiency and demonstrating inclusive leadership and innovation. Professional experience and/or knowledge of the WMO Staff and Financial Regulations and Rules, and/or knowledge or experience with similar legal frameworks within international public organizations. Candidate should demonstrate: (a) The ability to influence at all levels; (b) Ability to conceptualize and convey strategic vision for the Organization; (c) Conceptual and analytical skills to understand the bigger picture, assimilate information from a variety of sources, and translate this into practical and prioritized action and planning; (d) Strategically-minded and service and results-driven, with exceptional strength in team leadership and relationship building, development and implementation of policies, processes and systems, as well as building and maintaining support services, resources and infrastructure; (e) Demonstrated negotiating, cultural sensitivity and diplomatic skills; (f) Well-developed people management skills; Excellent interpersonal skills, Team building skills; leadership skills; ability to create an enabling workplace.	
			Languages Excellent knowledge of English. Knowledge of other official languages of the Organization would be an advantage. (Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)	

(n) Represent the Secretary-General at conferences, official functions and ceremonial and other occasions as may be decided by the Secretary-General;

(o) Undertake any other tasks as may be assigned by the Secretary-General.

The Secretary-General may appoint a candidate at a grade below the advertised grade of the post, with the possibility of promotion to that grade within three years of appointment, subject to satisfactory appraisal of performance.

Additional information:

SALARY, ALLOWANCES AND OTHER BENEFITS

Salary, allowances, benefits, and post adjustment shall be in accordance with the ICSC standards at the ASG level. Representation allowance: CHF 14,500 (CPI, 2016)

APPLICATION

Expressions of interests should be made online to the WMO Chief HR: jkratzheller@wmo.int and include a curriculum vitae and a motivation letter.

Do not send your expression of interest via multiple routes. Only applicants in whom WMO has a further interest will be contacted.

Date of issue of vacancy notice: 26 September 2023

[NEW APPLICANTS – CLICK HERE TO BEGIN YOUR ON-LINE APPLICATION](#)

[RETURNING APPLICANTS ENTER HERE](#)