

**VACANCY NOTICE NO: 2266**  
**DEADLINE FOR APPLICATION: 26 October 2023**  
 29 day(s) until closing deadline - Currently accepting applications

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Coordination Officer	P3	Geneva, Switzerland	To be determined	Fixed-term - 2 years initially
<b>ORGANIZATIONAL UNIT</b>  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.	
<b>DUTIES AND RESPONSIBILITIES</b>  Within limits of delegated authority, the Coordination Officer will be responsible for the following duties:  (a) Coordinates the core workflow management of the Office of the SG on a timely basis, ensuring that the SG is able to execute her management and other responsibilities such as all meetings and missions;  (b) Ensures that follow-up from meetings and interactions is communicated to relevant staff and authorities;  (c) Provides substantive support to consultative and other meetings, conferences, etc., including proposing agenda topics, identifying participants, preparation of documents and presentations, etc.;  (d) Contributes to internal communication and the coordination within the Organization by planning and facilitating workshops, meetings and retreats for the senior leadership team, the senior management team and staff at large;  (e) Coordinates/undertakes the drafting of minutes or action plans and ensures the follow up on actions points and decisions taken;  (f) Travels with the SG, as appropriate. Supervises the preparation of the travel calendar for the SG and, together with the personal assistant of the SG, ensures that all trips are fully planned and optimized in all respects, including travel arrangements, itinerary, meetings secured, briefing materials, pre-briefing, speeches and other materials. While travelling ensures that the SG is managing her workload and liaises with the office and others to ensure that the workflow continues. While travelling ensures that decisions made, contacts made and discussions held are communicated in a timely manner;  (g) Maintains a close working relationship with the Cabinet office and the Communications Team to ensure that the SG is able to fully execute her role in advocacy and outreach;  (h) Participates in the development, implementation and evaluation of assigned special projects. Monitors and analyzes project implementation. Reviews relevant documents and reports on behalf of the SG;  (i) Researches, analyzes and presents information to the SG gathered from diverse sources with respect to the implementation of WMO's mandate;  (j) Supports various research activities as requested by the SG;  (k) Keeps the SG informed of all matters requiring her personal attention, assists in formulating options as to how those matters might be handled, and ensures appropriate follow up;  (l) Prepares various written outputs including written summaries of the SG's meetings, minutes of Board of Director's meetings, as well as drafting of trip reports;  (m) Coordinates and drafts correspondence for the SG's signature. Drafts background papers, analyses, sections of reports and studies and provides inputs to publications;  (n) Acts as First Reporting Officer to the Personal Assistant of the SG;  (o) Performs other duties as requested by the SG.			<b>QUALIFICATIONS</b>  <i>Education</i> University degree (Masters' degree or equivalent) in business or public administration, social or political sciences, economics, law, or related area.  <i>Other requirements</i> A minimum of 5 years of progressively responsible experience in office management, administration, finance, or related field.  <i>Languages</i> Excellent command of English and Spanish (both oral and written) is required;  Knowledge of another UN official language is an advantage.  (Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)	
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.				

Possibility of renewal subject to the availability of funds and pending satisfactory performance after an initial probationary period of one year which can be extended up to a maximum of two years.

**SALARY AND ALLOWANCES**

Annual net base salary on initial appointment is: US\$ 64121

Annual post adjustment on initial salary is: US\$ 51938 (in addition to the net base salary)

**Additional Information:**

Only applicants in whom WMO has a further interest will be contacted.  
Shortlisted candidates may be required to sit a written assessment and/or an interview.

Date of issue of vacancy notice: 27 September 2023

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

RETURNING APPLICANTS ENTER HERE