

World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat  
7 bis, avenue de la Paix – Case postale 2300 – CH 1211 Genève 2 – Suisse  
Tél.: +41 (0) 22 730 81 11 – Fax: +41 (0) 22 730 81 81  
wmo@wmo.int – www.wmo.int

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**VACANCY NOTICE NO: 2241**  
**DEADLINE FOR APPLICATION: 26 May 2023**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Director	D2	Geneva, Switzerland	To be determined	Fixed-term - 2 years
<b>ORGANIZATIONAL UNIT</b> Infrastructure Department			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> Responsible to the Executive Management (Secretary-General, Deputy Secretary-General and Assistant Secretary-General), the incumbent is accountable for the management of the Observation, Infrastructure and Information Systems Department (Infrastructure Department) of the WMO and ensures that the Department carries out its work as an integral part of the Secretariat and in close collaboration with other Departments and Regional Offices.  In the exercise of the function the Director shall:  (a) Provide vision, leadership and strategic direction in the development, integration and execution of the WMO Strategic and Operation Plans related to WMO Infrastructure Systems and contribute to the WMO Earth System approach and Members' Capacity Development; lead and provide support to Congress, the Executive Council, regional associations, technical commissions (specifically the Commission for Observation, Infrastructure and Information Systems - hereafter WMO Infrastructure Commission) and their respective subsidiary bodies related to WMO Infrastructure Systems development and implementation;  (b) Plan, manage and direct the activities of the Department including supervision of staff and management of the budget and resources with high efficiency and effectiveness; establish and manage the Department's annual objectives with measurable performance indicators, targets and deliverables;  (c) As a member of the senior leadership team provide strategic guidance and direction to the organization and participate with other Directors in organizational decision-making;  (d) Lead the Secretariat support to the WMO Infrastructure Commission and its subsidiary bodies to develop, for consideration by the Executive Council and Congress, proposed international standards for methods, procedures, techniques and practices in meteorology, climate and operational hydrology including, in particular, the relevant parts of the Technical Regulations, guides and manuals for the WMO infrastructure systems, mainly: WMO Integrated Global Observing System (WIGOS), WMO Information System (WIS), WMO Integrated Processing and Prediction System (WIPPS), WMO Space Programme, Observing component of Global Atmosphere Watch (GAW), WMO Hydrological Observing System (WHOS), Global Cryosphere Watch (GCW) and Polar and High Mountain Activities, WMO-coordinated Global Greenhouse Gas Monitoring Infrastructure, including data management; and promoting collaborations among World Meteorological Centers;  (e) As Director of the Global Climate Observing System (GCOS) Secretariat, plan, manage and direct the activities of GCOS including strategic direction, integration with WMO activities,			<b>QUALIFICATIONS</b>  <b>Education</b> Master's degree or equivalent in meteorology, climatology, hydrology or a closely related scientific field.  <b>Experience</b> At least 15 years of combined national and international progressively responsible experience in high-level positions in a National Meteorological or Hydrological Service, or an equivalent international centre. Solid senior-level management responsibility for Infrastructure Systems typical of National Meteorological or Hydrological Services. Comprehensive experience in leading the development and implementation activities at the national and international levels. Solid experience in managing high-level meteorological programmes. Familiarity with WMO and the working practices of international organizations including the creation and management of partnerships within the United Nations and beyond relevant to the WMO Infrastructure Systems.  <b>Other requirements</b> Excellent managerial and supervisory skills, including budget planning and control, change management, resource mobilization and project management skills. A well-developed capacity for planning, organizing and managing complex international programmes. Proven ability to develop projects and attract funds for their implementation. Leadership ability to work effectively in a multicultural environment and good skill of motivating and inspiring staff. Proven track-record in managing multi-disciplinary and cross-cutting programmes. Maturity of judgment, initiative, creativity, excellent interpersonal and communication skills both orally and in writing. Ability to work in a multicultural environment and to foster team spirit.  <b>Languages</b> Excellent knowledge of English (both oral and written). 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.)	

coordination with the UNFCCC, supervision of staff, resource mobilization and management of the budget and resources;

(f) Provide strategic and administrative leadership and management to the Systematic Observations Financing Facility (SOFF) in support of the Global Basic Observing System (GBON);

(g) Maintain close collaboration with the Directors and Heads of other WMO Departments and Offices ensuring the joint planning and support to all WMO strategic objectives relevant to the Infrastructure Systems;

(h) Work together with the Member Services and Development (MSD) Department and regional offices to support regional associations and their subsidiary bodies for implementing WMO Infrastructure Systems, with a view to enhancing the culture and practices on compliance of WMO Members with technical regulations (including manuals, standards) and best practices, training and technical cooperation projects, etc.;

(i) Provide high-level vision, oversight and management for WMO Information and Communication Technology (ICT) activities and act as a focal point for this function within the senior leadership team; Lead the secretariat support to the WMO Information Systems Strategic Advisory Committee (ISSAC).

(j) Act as WMO leading focal point for managing partnerships within and outside of the United Nations system, including coordinating collaboration with the United Nations Framework Convention on Climate Change (UNFCCC) in relation to climate observations, International Telecommunication Union (ITU) with respect to radio frequency coordination, telecommunication development and standardization, with the International Organization for Standardization (ISO) and the International Bureau of Weights and Measures (BIPM) with respect to instrument and measurement standards, and with the Intergovernmental Oceanographic Commission of UNESCO (IOC-UNESCO) including the Global Ocean Observing System (GOOS), and the International Atomic Energy Agency (IAEA). Promote public-private partnerships relevant to the Department, including liaison with the association of Hydro-Meteorological Equipment Industry (HMEI);

(k) Mobilize needed resources (trust funds, in-kind contributions, hosting WMO centres and facilities, etc.) and provide technical support to WMO Members, through collaboration with the MSD Department and regional associations, for the implementation of WMO infrastructure systems at regional and national levels;

(l) Collect, compile and provide relevant information for monitoring and evaluating implementation performance and reporting based on the key performance indicators, targets and deliverables associated with WMO Infrastructure Systems;

(m) Carry out other relevant duties as required.

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\$ 117280

Annual post adjustment on initial salary is: US\$ 95700 (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: 28 April 2023**



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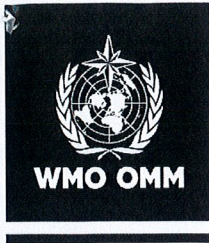
**VACANCY NOTICE NO: 2237**  
**DEADLINE FOR APPLICATION: 19 May 2023**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Associate GEOGLAM Project Officer	P2	Geneva, Switzerland	To be determined	Fixed-term - 1 year
<b>ORGANIZATIONAL UNIT</b> Group on Earth Observations Secretariat			The GEO Secretariat 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> Under the supervision of GEOGLAM Project Coordinator, the incumbent will perform the following duties:  (a) Assist the GEO Global Agricultural Monitoring (GEOGLAM) Project Coordinator with developing coordination strategies and implementing targeted tasks around the food security agenda that respond to climate and sustainable development challenge;  (b) Engage GEOGLAM partners, understand the landscape of contributing GEOGLAM projects, programs, and identify opportunities for increased collaboration within the community;  (c) Support the transfer of Earth Observation research to operational solutions that underpin policy and program development and implementation;  (d) Support the drafting of GEOGLAM/GEO Supplemental Guidance for National Adaptation Plans (NAPs) on the use of Earth observations to develop NAPs, identify adaptation options, and implement adaptation solutions;  (e) Working with the GEO Secretariat, support the development of knowledge packages for the GEO Knowledge Hub;  (f) Assist with engagement of relevant partners in the international climate policy climate finance domain, including UNFCCC, the Green Climate Fund, UNFSS One Map and Digital Coalition, Terra Carta X-Change, and others as they evolve;  (g) Write, edit, and produce documents and presentations for technical and policy briefs;  (h) Carry out other relevant duties as required.			<b>QUALIFICATIONS</b>  <b>Education</b> Master's degree or equivalent in Science, Social Sciences, Public Policy, International Relations, Development Cooperation, International Economics, or related fields. Additional qualifications in relevant science subjects such as Earth Sciences, Geography, etc. are a bonus.  <b>Experience</b> A minimum of two years of combined national and international experience in food security and/or climate research, in particular, experience working with less developed countries to adopt open science to support improved agri-environmental decision making preferred.  <b>Other requirements</b> Knowledge of Earth observations and remote sensing technologies related to agriculture, specifically with geomatics with a focus on Earth observation based agricultural monitoring preferred. Knowledge of international organizations involved in food security and/or climate adaptation, as well as related knowledge of international climate negotiations under the UNFCCC and international climate finance in the public and/or private sector. Knowledge of national and international research institutions and space agencies, in particular experience planning and promoting international events with senior level representatives. Understanding of procedures of international organizations and/or coordination of international scientific/technical reports. Demonstrated ability to write technical and policy reports, briefs, documents and correspondence in English. Proven ability to organize and execute multi-stakeholder events with senior representatives in international fora. Sense of integrity and responsibility. Excellent organizational and communication skills. Ability to work in a multicultural environment and to foster team spirit.  <b>Languages</b> The working language of the GEO Secretariat is English. Knowledge of other official languages of WMO would be an advantage.	
The GEO Secretariat Director 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.				
<b>SALARY AND ALLOWANCES</b>				
Annual net base salary on initial appointment is: US\$ 50377				
Annual post adjustment on initial salary is: US\$ 41108 (in addition to the net base salary)				

**Additional Information:**

Only applicants in whom the GEO Secretariat 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: 21 April 2023**



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**VACANCY NOTICE NO: 2238**  
**DEADLINE FOR APPLICATION: 17 May 2023**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Programme Officer	P3	Geneva, Switzerland	To be determined	Fixed-term - 2 years
<b>ORGANIZATIONAL UNIT</b> Systematic Observations Financing Facility (SOFF) Infrastructure Department			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> The Programme Officer reports to the SOFF Programme Management Officer, under the overall guidance of the Director of the SOFF Secretariat and works in close collaboration with the SOFF Secretariat team, WMO and multiple stakeholders. The incumbent will perform the following duties:  (a) Coordinate the engagement with SOFF Implementing Entities (Multilateral Development Banks and UN organizations); guide them on how to access SOFF resources as well as on SOFF operational rules and procedures; receive and review reports from SOFF Implementing Entities; act as SOFF Secretariat focal point for SOFF Implementing Entities;  (b) Facilitate the preparation and implementation of the SOFF investment phase, including review of SOFF funding requests from Implementing Entities for consideration of the SOFF Steering Committee; review the funding requests for consistency and coherence with the SOFF Operational Manual and the SOFF Operational Guidance Handbook before submission to the Steering Committee; facilitate and monitor implementation of SOFF investment phase activities, working closely with colleagues from the SOFF Secretariat, WMO Technical Authority, SOFF peer advisors (advanced National Meteorological and Hydrological Services) and the beneficiary countries;  (c) Liaise with SOFF beneficiary countries related to the access to SOFF resources under the Investment Phase in collaboration and coordination with the SOFF Implementing Entities;  (d) Support the delivery of SOFF peer advisory services in collaboration with peer advisors, beneficiary countries, Implementing Entities;  (e) Liaise with SOFF Implementing Entities to capture lessons learned on SOFF implementation; compile lessons learnt and ensure their dissemination as well as reflection in SOFF operational guidance; contribute to SOFF monitoring and evaluation and the preparation of SOFF annual reports and portfolio monitoring and performance analysis;  (f) Contribute to update of the SOFF Operational Manual and Operational guidance handbook, including feeding lessons learnt from the implementing entities, the private sector and the civil society engagement;  (g) Lead engagement with private sector and civil society, including organizing discussions, presenting at meetings, and gathering feedback on SOFF implementation; systematically review SOFF funding requests on how they maximize private sector engagement and consider contributions from civil society organizations for effective SOFF implementation;			<b>QUALIFICATIONS</b>  <b>Education</b> Master's degree or equivalent in international relations, economic development, environment and natural science, climatology or a similar field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.  <b>Experience</b> A minimum of five years of progressively responsible experience with a focus on public and private climate finance. Experience with the preparation of funding proposals for climate or environment funds. Experience with stakeholder engagement with private sector and civil society organizations.  <b>Other requirements</b> Knowledge of the Global Basic Observing Network (GBON) and of the operational challenges related to achieving GBON compliance in developing countries is desirable. Ability to work in a multicultural environment and to foster diversity and team spirit.  <b>Languages</b> Excellent knowledge of English (both oral and written). 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.)	

(h) Carry out other relevant duties as required.

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**

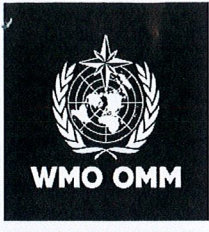
Annual net base salary on initial appointment is: US\$ 64121

Annual post adjustment on initial salary is: US\$ 52323 (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: 19 April 2023**



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**VACANCY NOTICE NO: 2239**  
**DEADLINE FOR APPLICATION: 17 May 2023**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Scientific Programme Officer	P3	Geneva, Switzerland	To be determined	Fixed-term - 2 years
<b>ORGANIZATIONAL UNIT</b> Systematic Observations Financing Facility (SOFF) Infrastructure Department			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> The Scientific Programme Officer reports to the SOFF Programme Management Officer, under the overall guidance of			<b>QUALIFICATIONS</b> <i>Education</i> Master's degree or equivalent in meteorology, oceanography	

provisions;

(g) Contribute to the development, drafting, and consultation of SOFF-related operational frameworks, concepts and approaches, including ensuring delivery of SOFF output 8 (countries' access to improved forecast products) and SOFF annual impact reports (SOFF observations impact on forecast skill);

(h) Contribute to update of the SOFF Operational Manual and Operational guidance handbook, including feeding lessons learned from the implementing entities, the private sector, and the civil society engagement from the implementing entities, the private sector and the civil society engagement;

(i) Carry out other relevant duties as required.

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

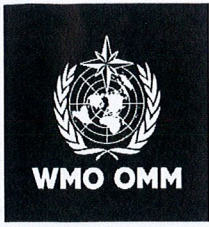
Annual post adjustment on initial salary is: US\$ 52323 (in addition to the net base salary)

#### **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: 19 April 2023**





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**VACANCY NOTICE NO: 2240**  
**DEADLINE FOR APPLICATION: 8 May 2023**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Associate Planning and Monitoring Officer	P2	Geneva, Switzerland	To be determined	Fixed-term - 2 years
<b>ORGANIZATIONAL UNIT</b> Monitoring Evaluation Risk and Planning (MERP) Unit Cabinet 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> Under the overall supervision of the Director of the Cabinet Office of the Secretary-General and the direct supervision of the Chief of the Monitoring, Evaluation, Risk and Planning Unit, the incumbent will perform the following duties:  (a) Develop and maintain the WMO Performance Monitoring Plan at organizational level;  (b) Contribute to designing metrics to track organizational performance, including on implementation of the WMO Strategic and Operating Plans, EW4All Initiative, and Country Hydromet Diagnostics;  (c) Collect monitoring data, conduct data quality assurance as well as identify data gaps and needs;  (d) Contribute to the development of performance reports, analytical studies, evaluation syntheses, policy documents and communication materials;  (e) Assist in implementing integrated operational planning at WMO, including development of Annual Operating Plans, and ensuring their linkage to the work programmes of constituent bodies, key initiatives and projects;  (f) Maintain the MERP Unit's webpages on the Community Platform and the WMO public website;  (g) Carry out other relevant duties as required.			<b>QUALIFICATIONS</b>  <b>Education</b> Masters degree or equivalent in International Relations, Business Administration, International Development or a closely related field.  <b>Experience</b> A minimum of 2 years of combined national and international progressively responsible experience in planning, monitoring and performance assessment. Excellent knowledge of results-based management theory and application, including designing of performance metrics. Experience in digital transformation initiatives on data collection, quantitative and qualitative analysis, and data presentation.  <b>Other requirements</b> Sense of integrity, responsibility, maturity of judgement, initiative and creativity. Excellent analytical, data management, communication, presentation and interpersonal skills. Demonstrated ability to plan, organize and manage multiple workloads. Experience in conceptualizing and developing data-driven reports in diverse formats and media. Ability to work in a multicultural environment and to foster diversity and team spirit.  <b>Languages</b> Excellent knowledge of English (both oral and written). 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.)	
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.				
<b>SALARY AND ALLOWANCES</b>  Annual net base salary on initial appointment is: US\$ 50377  Annual post adjustment on initial salary is: US\$ 41108 (in addition to the net base salary)				
<b>Additional Information:</b> 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.				
<b>Date of issue of vacancy notice: 24 April 2023</b>				

**VACANCY NOTICE NO: 2225, REV.**  
**DEADLINE FOR APPLICATION: 24 May 2023**  
 27 day(s) until closing deadline - Currently accepting applications

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Senior Human Resources Officer	P4	Geneva, Switzerland	To be determined	Fixed-term - 2 years
<b>ORGANIZATIONAL UNIT</b> Human Resources Section (HRS), Legal Counsel and Administration (LCA) Governance Services Department			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> <p>This position is located in the Human Resource Section of the LCA Division in the Governance Services Department of WMO. The functions of the job encompass the entirety of the Human Resources process such as recruitment, administration of entitlements, human resources planning, and staff development and career support. The Senior Human Resources Officer reports to the Chief of the Section. Under the supervision of the Chief HRS, the Human Resources Officer will be responsible for the following duties:</p> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Supports the development and implementation of new human resources practices and procedures to meet the evolving needs of the WMO.</li> <li>• Monitors and ensures the implementation of human resources policies, practices and procedures.</li> <li>• Keeps abreast of developments in various areas of human resources and proposes approaches based on the introduction of technology and innovation.</li> <li>• Prepares reports, statistics, and briefing material and participates or leads special human resources project.</li> <li>• Deputizes for the Chief in his/her absence.</li> </ul> <p><b>Recruitment and placement</b></p> <ul style="list-style-type: none"> <li>• Projects and monitors vacant posts in the Secretariat and ensures adherence to policies and procedures in recruitment processes.</li> <li>• Develops innovative and effective approaches to enhances WMO's activities in outreach and recruitment campaigns to target candidates with WMO-specific profiles.</li> <li>• Supports hiring managers in the preparation of vacancy announcements and reviews short-lists to ensure adherence with selection policies.</li> <li>• Provides advice and guidance to hiring managers during the selection process.</li> <li>• Serves as ex-officio or secretary to selection panels.</li> <li>• Prepares job offers for successful candidates.</li> </ul> <p><b>Administration of entitlements</b></p> <ul style="list-style-type: none"> <li>• Advises the Chief on the development, modification and implementation of policies and practices on entitlements.</li> <li>• Provides substantive advice to the Chief in the development of innovative and effective HR policy approaches to ensure that WMO remains an employer of choice for targeted candidates.</li> <li>• Provides advice to Management and staff on interpretation and application of policies, regulations and rules as well as on exceptions.</li> </ul> <p><b>Staff development and career support</b></p> <ul style="list-style-type: none"> <li>• Evaluates effectiveness and impact of staff development and career support programmes and recommends ways to enhance effectiveness and impact.</li> <li>• Provides advice to staff on mobility and career development to staff at all levels in all categories.</li> <li>• Provides performance management advice to staff and Management. Assists supervisors and staff with understanding and using the performance appraisal system (PAS).</li> <li>• Assesses training needs, identifies, designs and delivers training programmes to staff at all levels throughout the Organization.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• Advises and counsels staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements.</li> <li>• Participates actively in the development and implementation of WMO's ERP-related initiatives.</li> <li>• Monitors staff welfare and identifies/proposes appropriate programmes and remedial action.</li> <li>• Monitors, advises and acts on disciplinary matters in accordance with established policies and procedures. Mediates conflict, grievance and harassment cases.</li> <li>• Prepares classification analysis of jobs in Professional and General</li> </ul>			<b>QUALIFICATIONS</b> <p><b>Education</b>            Master's degree or equivalent in human resources management, business or public administration, social sciences, education or related field. A first-level university degree in combination with qualifying professional experience may be accepted in lieu of the advanced university degree.</p> <p><b>Experience</b>            A minimum of seven years of national and/or international progressively responsible experience in human resources management, administration or related area.</p> <p><b>Other requirements</b>            Excellent communication, coordination, negotiation and persuasion techniques. Strong sense of confidentiality. Maturity of judgment, sense of responsibility, initiative, ability to plan, organize and direct all aspect of human resources work. Ability to propose solutions to unusual human resources situations. Working knowledge of an ERP system, automated human resources systems as well as of Microsoft Office applications. Good proven ability to draft documents and reports. Ability to work in a multicultural environment and to foster diversity and team spirit.</p> <p><b>Languages</b>            Excellent knowledge of English (both oral and written). Knowledge of French is desirable. Knowledge of other official languages of the Organization would be an asset.</p> <p>(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)</p>	

Service and related categories.  
• Carry out other relevant duties as required.

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\$ 77326

Annual post adjustment on initial salary is: US\$ 63098 (in addition to the net base salary)

**Additional Information:**

CANDIDATES WHO APPLIED TO VN 2225 HAVE BEEN DULY CONSIDERED AND DO NOT NEED TO RE-APPLY. 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:** 26 April 2023

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

RETURNING APPLICANTS ENTER HERE

VACANCY NOTICE NO: 2236

DEADLINE FOR APPLICATION: 11 May 2023

27 day(s) until closing deadline - Currently accepting applications

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Operations Officer (Programme and contract management)	P4	Geneva, Switzerland	To be determined	Fixed-term - 2 years
<b>ORGANIZATIONAL UNIT</b>  Conference Services (CNF) Section, Linguistic, Conference and Common Services (LCC) Division Governance Services Department			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>  This position covers operational and programmatic responsibilities and contract management related to conferences and travel activities, as well as implementing, monitoring and evaluation of business functions.  The ideal candidate will have excellent operational and communication skills, as well as the ability to work independently and as part of a team. He/she should also have a good understanding of programme and contract management, and the ability to manage multiple projects at once. The Operations Officer will be responsible for the day-to-day management of CNF operations and contracts, including overseeing the development of programme plans and budgets, monitoring progress, and ensuring that deadlines are met.  Under the supervision and guidance of the Chief of the Conference and Travel Section, the incumbent will perform the following duties:  (a) Be responsible for coordinating programme activities and ensuring compliance with contracts, including monitoring budgets, timelines, and deliverables;  (b) Coordinate CNF operational activities with internal stakeholders, external partners and contractors;  (c) Ensure compliance with contract requirements, including monitoring of contract performance, milestones, and reporting;  (d) Develop and manage contract negotiations and contract administration and analyse project data and prepare reports for management;  (e) Ensure effective and results-based resource allocation in the planning processes and cost efficiency in the delivery of outputs;  (f) Identify potential gaps and risks with contractors/suppliers and recommend appropriate solutions to ensure the efficient implementation of programme activities;  (g) Coordinate travel related activities;  (h) Support the Chief in implementing the Section's mandate;  (i) Organize and conduct briefings or trainings for other Departments on topics that require an Organization-wide action, and in particular those related to the planning, travel preparation, and travel processing; draft proposals for new policies or procedures to be analysed and consolidated;  (j) Monitor the Section's adherence to key performance indicators - prepare statistics, analyse trends and recommend mitigating actions to be undertaken by the Chief;  (k) Identify and evaluate opportunities for partnerships with external entities and contractors - public or private, Government or non-Government - in conceiving or organizing events or collaborations;  (l) Assign, plan, and direct work to be accomplished by the Section staff, adjust task priorities and prepare work schedules. Distribute tasks based on priorities, selective consideration of the difficulty and requirements of the assignment as well as the expected capabilities of the staff, ensuring that managerial and decisions are strategically and economically sound and appropriately focused on results and impact;  (m) Identify opportunities for improving operational efficiency by implementing new solutions and proposing emerging technologies;	<b>QUALIFICATIONS</b>  <b>Education</b> Master's degree or equivalent in business or public administration, social or political sciences, international relations, economics, law, or related area.  <b>Experience</b> A minimum of seven years of progressively responsible experience in administration, finance, human resources, project management or related field.  <b>Other requirements</b> Excellent command of technologies and operating systems. Ability to manage competing deadlines. Ability to work in a multicultural environment and to foster diversity and team spirit.  <b>Languages</b> Excellent knowledge of English (both oral and written proficiency) and a working knowledge of French. 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) Provide effective support to the Chief by following up on the preparation and implementation of the work programme, ensuring that financial resources dedicated to meetings and travel activities are utilized in the most cost-effective manner;

(o) Deputize for the Chief of Conference and Travel Section;

(p) Carry out other relevant duties as required.

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\$ 77326

Annual post adjustment on initial salary is: US\$ 61397 (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:** 13 April 2023

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