

VACANCY NOTICE NO: 2242

DEADLINE FOR APPLICATION: 7 June 2023

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

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Assistant Legal Officer	P1	Geneva, Switzerland	To be determined	Fixed-term - 2 years

ORGANIZATIONAL UNIT

Legal Office
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.

DUTIES AND RESPONSIBILITIES

Under the supervision and guidance of the Director, Legal Counsel and Administration Division (D/LCA), the incumbent will perform the following duties in the Legal Office:

- (a) Conducts legal research on a diverse range of assigned issues in international and administrative law and other area(s) of specialization using multiple research sources; selects relevant material, analyses information and presents findings for internal review;
- (b) Assists the Director and the Senior Legal Officer in the review of legal documents, instruments, or other material; identifies important issues, similarities and inconsistencies, etc.;
- (c) Assists in the preparation of drafts of background papers, studies, reports, etc.;
- (d) Assists in the preparation of legal opinions/advice on a wide range of international public and private law issues, including the United Nations Charter, the WMO legal framework, WMO governing bodies resolutions and decisions involving, inter alia, issues relating to privileges and immunities, institutional questions, treaty law and practice, procedural issues arising during meetings of governing body organs, constitutional and administrative law of the Organization;
- (e) Assesses the relevance or admissibility of evidence gathered by investigators;
- (f) Assists in the preparation of agreements and contracts with governments, non-governmental organizations (NGOs) and other public and private entities, as well as claims and disputes;
- (g) Assists in representing the Organization before arbitral and other tribunals or administrative proceedings, including disciplinary cases;
- (h) Assists in providing legal advice on human resources matters and assists in reviewing administrative decisions;
- (i) Assists in administering programmes of legal technical assistance;
- (j) Assists the Director and the Senior Legal Officer in servicing conferences, commissions, committees, task forces and other bodies, including preparation of background materials, summaries of issues and views of delegations, etc.;
- (k) Carry out other relevant duties as required.

QUALIFICATIONS

Education

Master's degree or equivalent in law.

Experience

No work experience is required.

Other requirements

Good legal research, analysis and presentation of key information to facilitate decision-making. Ability to deliver well-reasoned and clearly written recommendations, opinions and identification of issues on assigned legal topics and to consistently apply appropriate policies, guidelines, procedures and processes. Effective interaction with colleagues and concerned parties internally and externally. Ability to work in a multicultural environment and to foster diversity and team spirit.

Languages

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.

SALARY AND ALLOWANCES

Annual net base salary on initial appointment is: US\$ 39401

Annual post adjustment on initial salary is: US\$ 32151 (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: 10 May 2023

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RETURNING APPLICANTS ENTER HERE

VACANCY NOTICE NO: 2243
DEADLINE FOR APPLICATION: 19 June 2023
 28 day(s) until closing deadline - Currently accepting applications

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Procurement Officer	P3	Geneva, Switzerland	To be determined	Fixed-term - 2 years

ORGANIZATIONAL UNIT

Procurement Section, Legal Counsel and Administration
 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.

DUTIES AND RESPONSIBILITIES

Under the supervision and guidance of the Chief, Procurement Section, the incumbent will perform the following duties:

- (a) Plans, develops and manages all procurement and contractual aspects of projects of significant complexity related to worldwide procurement of diverse services and commodities (e.g., information technology, electronic equipment and instruments, vehicles, medicines, building maintenance, office supplies, construction, furniture, etc.), taking into account local economic and other conditions;
- (b) Supports requisitioning units and recipient entities on the full range of procurement issues, providing advice at all stages of the procurement cycle;
- (c) Prepares/oversees preparation and distribution of invitations to tender and manages/conducts all aspects of bid/proposal evaluations;
- (d) Formulates strategies and designs innovative solutions to resolve issues/conflicts for complex procurement projects;
- (e) Establishes and maintains work program and schedule for ongoing contracts and newly-planned ones;
- (f) Participates in negotiations with senior supplier representatives; signs procurement orders up to the authorized limit, and, in cases where the amount exceeds authorized signature authority, prepares submissions to the relevant senior staff for review and subsequent approval;
- (g) Conducts market research to keep abreast of market developments; researches and analyzes statistical data and market reports on the world commodity situation, production patterns and availability of good and services;
- (h) Identifies new technologies, and products/services, evaluates and recommends potential supply sources and participates in the incorporation of research results into the procurement program;
- (i) Oversees adherence to contractual agreements, recommends amendments and extensions of contracts, and advises concerned parties on contractual rights and obligations;
- (j) Prepares a variety of procurement-related documents, contracts, communications, guidelines, instructions, etc.;
- (k) Provides guidance to, and may supervise, new/junior staff;
- (l) Carries out other relevant duties as required.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) or bachelors' degree in business administration, public administration, commerce, engineering, law or a related field. Extensive qualifying experience and relevant certifications in procurement may be accepted in lieu of the university degree.

Experience

A minimum of five years of combined national and international progressively responsible professional experience in procurement, contract management, administration or related area.

Other requirements

Excellent coordination, negotiation and persuasion techniques. Maturity of judgment, sense of responsibility, initiative, ability to plan, organize and direct all aspect of procurement work. Ability to propose solutions to unusual procurement problems. Knowledge of automated procurement 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.

Languages

Fluency in English and French (both oral and written) is required. 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.

SALARY AND ALLOWANCES

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

Annual post adjustment on initial salary is: US\$ 52515 (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: 22 May 2023

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VACANCY NOTICE NO: 2245

DEADLINE FOR APPLICATION: 20 June 2023

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

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Associate Programme Officer	P2	Geneva, Switzerland	To be determined	Fixed-term - 2 years
ORGANIZATIONAL UNIT 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.	
DUTIES AND RESPONSIBILITIES Under the overall guidance and the direct supervision of the Director, Services Department (D/S), the incumbent will be responsible for the following duties in support to the president and other officers of SERCOM: (a) Assist in the preparation of sessions of the Commission, drafting the agenda, documentation plan, tentative work plan, briefing notes and all documents of a crosscutting nature, and reviewing documents presented by the various subsidiary bodies to ensure their consistency; (b) Coordinate the preparation of documents submitted by SERCOM to Congress, Executive Council, PAC, Plus RA and TCC; (c) Assist in monitoring the implementation by the Commission and its subsidiary bodies of the Resolutions and Decisions adopted by SERCOM itself, Congress and Executive Council; (d) Preparation and reporting of meetings of the Management Group and of the Executives of SERCOM; (e) Assist in the process of selection of experts for the various SERCOM subsidiary bodies ensuring the Rules of Procedure for Technical Commissions are adhered to, and in keeping the WMO database up to date; (f) Assist the Secretariat staff supporting the various Standing Committees and Study Groups of SERCOM in addressing issues of a cross-cutting nature, such as preparation of regulatory material, review of documents requiring a "SERCOM position", contributing inputs to multidisciplinary documents, always ensuring an Earth System approach is followed; (g) Coordinate the maintenance of the SERCOM website in the WMO Community Platform; (h) Assist in the preparation of SERCOM's input to meetings of other constituent bodies; (i) Coordinates workflows with other units and departments, as well as ensure smooth functioning of administrative processes for SERCOM related matters; (j) Assist D/HWC as associate programme officer as required; (k) Performs other duties as required by the Director of the Services Department and/or the President of SERCOM; (l) Carry out other relevant duties as required.			QUALIFICATIONS Education Master's degree or equivalent in business administration, management, international relations, economics or a related field. A first-level degree, in combination with qualifying experience, may be accepted in lieu of an advanced degree. Experience A minimum of two years of progressively responsible experience in project or programme management, administration or related area. Other requirements High sense of integrity, responsibility, and maturity of judgment; ability to work autonomously; good level of initiative and creativity; demonstrated ability to plan, organize and manage multiple workloads; ability to draft reports, and position papers clearly and succinctly in English in the area of business innovation; excellent knowledge of Microsoft 365 Business applications. Demonstrated public speaking and coaching ability. Ability to work in a multicultural environment and to foster diversity and team spirit. Languages 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.				
SALARY AND ALLOWANCES 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 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: 23 May 2023				
NEW APPLICANTS -- CLICK HERE TO BEGIN YOUR ON-LINE APPLICATION				

VACANCY NOTICE NO: 2244
DEADLINE FOR APPLICATION: 20 June 2023
 28 day(s) until closing deadline - Currently accepting applications

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Associate Financial Officer	P2	Geneva, Switzerland	To be determined	Fixed-term - 1 year

ORGANIZATIONAL UNIT

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.

DUTIES AND RESPONSIBILITIES

Under the supervision of the Chief of Staff, GEO, the incumbent will perform the following duties:

- (a) Prepare periodic financial reporting and invoices for donors for voluntary contributions, including the monitoring of reporting requirements (e.g. timing, format, etc.) for review and approval by the GEO Chief of Staff;
- (b) Prepare and monitor, in conjunction with the GEO Chief of Staff, the organization and use of budget lines to support project monitoring and reporting requirements;
- (c) Prepare and submit requisitions for a broad spectrum of GEO Secretariat financial transaction requirements, including for travel, requests for financial assistance, consultancies and procurements;
- (d) Assist with the preparation of Letters of Agreement and other financial agreements and contracts in support of GEO program activities;
- (e) Support the GEO Director, GEO Chief of Staff, and GEO Budget Working Group with financial analysis of contributions, expenditures and Secretariat resource requirements;
- (f) Assist the GEO Chief of Staff with GEO Secretariat budget preparation, planned and actual expenditure tracking, and financial reporting to GEO's Executive Committee and GEO Plenary Membership;
- (g) Liaises with WMO Finance and Legal offices on issues of financial monitoring and reporting, financial agreements, and other issues as appropriate;
- (h) Review, reconcile, and process a range of accounting transactions on a regular and recurring basis;
- (i) Research and analyse information needed to respond to support External Audit requests;
- (j) Identify and recommend administrative workflow, technical, or other process improvements related to financial activities within GEO;
- (k) Acting as back up for administrative tasks supporting the Secretariat;
- (l) Carry out other relevant duties as required.

QUALIFICATIONS

Education

Master's degree or equivalent in business administration, public administration, finance, or related field is required. A first level university degree combined with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree. Additional qualifications in relevant science subjects such as Earth Sciences, Geography, etc.

Experience

A minimum of two years progressively responsible experience in finance, administration, budget or related area. Experience in preparing financial reports for national government donors, intergovernmental bodies or donors. Experience in managing financial resources in accordance with rules and regulations of an international organization would be an advantage.

Other requirements

Working knowledge of Microsoft Office applications. Understanding of GEO, WMO, or other UN organizations, including work experience with stakeholders from national governments within a multilateral context is desirable. Working knowledge of the United Nations or a similar international organization. Strong organizational, communication and interpersonal skills. Ability to learn financial reporting system technology highly desirable. Ability to work in a multicultural environment and to foster team spirit.

Languages

Excellent knowledge of English (both oral and written). 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.

SALARY AND ALLOWANCES

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 GEO 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: 23 May 2023

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RETURNING APPLICANTS ENTER HERE

VACANCY NOTICE NO: 2248
DEADLINE FOR APPLICATION: 23 June 2023

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

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
WMO Representative for Eastern and Southern Africa	P4	Nairobi, Kenya	To be determined	Fixed-term - 2 years
ORGANIZATIONAL UNIT			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.	
WMO Office for Eastern and Southern Africa Member Services and Development Department				
DUTIES AND RESPONSIBILITIES Under the guidance of the Director, Regional Office for Africa (RAF) and the overall supervision of the Director, Member Services and Development (MS) Department, the incumbent will perform the following duties: (a) Contribute to the implementation of resource mobilization (RM) activities within the subregion in coordination with the director of resources mobilization and partnership development, WMO technical departments and through collaboration with regional and international organizations, including regional development partners; (b) Assist Members in the subregion in the preparation and updating of Strategic Development Plans and National Frameworks for Weather-Water-and climate Services, identification of requirements and resources for the further strengthening and development of the National Meteorological and Hydrological Services (NMHSs) and in the formulation of relevant project proposals including implementation in support of the Services; (c) Assist Members in the development of project proposals for funding and their implementation, including monitoring and evaluation of the project activities; (d) Participate in the organization of sessions of Regional Associations and follow-up actions in the implementation of decisions with regard to the implementation of the Regional Programme in the subregion. Contribute to the preparation of documents for the Executive Council and Congress within the mandate of MS and, in particular, RAF; (e) Establish partnerships and work with regional and subregional groups in the subregion, which include the African Union (AU), the Intergovernmental Authority on Development (IGAD), the East African Community (EAC), the Southern African Development Community (SADC) and the Common Market for Eastern and Southern Africa (COMESA), in the implementation of meteorological, hydrological, and environmental programmes and attend their meetings, as appropriate. Provide technical support in the organization of the annual meetings of Directors/Heads of NMHSs in each subgroup and the work of the African Ministerial Conference on Meteorology (AMCOMET); (f) Support the organization of WMO regional events such as seminars, workshops, technical conferences and other activities planned by the technical departments and participate, as necessary, in these events. Some of these include the work of the RA I Management Group, Committee, including the RA I Tropical Cyclone Committee for the South West Indian Ocean; (g) Provide support to capacity development and training activities at the Regional Training Centres (RTCs) and Regional Specialized Meteorological Centres (RSMCs) in the region and assist the Education and Training (ETR) Office in the management of WMO fellows; (h) Support the identification and documentation of the capabilities and gaps of Members and the regular update of the WMO Country Profile Database (CPDB)/WMO Community Platform, , and to further maintain updated country profiles in collaboration with the technical coordinators as well as the organization of assessment missions, including post disaster assessment missions to countries; (i) Represent WMO at meetings in countries in the subregion, including at the African Union (AU), the United Nations Office in Nairobi (UNON), the United Nations Environment Programme (UNEP) United Nations Disaster Risk Reduction (UNDRR) and UN-HABITAT, and, in particular, be a Member of the UN Interagency			QUALIFICATIONS Education Master's degree or equivalent in meteorology, hydrology or environmental related sciences, and professional training in meteorology or a relevant field. Additional training in international cooperation and project management would be an advantage. Experience At least seven years of national and international progressively responsible experience in management, preferably in a National Meteorological Service or a related environmental institution. Knowledge of United Nations structures and working processes. Having participated in WMO meetings, workshops and other events and having worked as a UN and/or WMO consultant or a member of a WMO working group or a rapporteur would be an advantage. Other requirements Sense of responsibility, maturity of judgement and initiative. Ability to plan, organize and manage. Ability to maintain discussions with senior national officials of the Region. Strong sense of diplomacy and tact are required. Awareness of the needs of WMO Members. Knowledge of WMO Programmes and evolving development policies. Good knowledge of project formulation and project management. Ability to work in a multicultural environment and to foster diversity and team spirit. Languages 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.)	

Group in Nairobi. Participate in high-level meetings of the United Nations Office in Nairobi and Governing Council meetings of UNEP and UN HABITAT and other conferences. Further, keep abreast with regional programmes, and initiatives in the subregion. Where appropriate seek partnerships with these organizations for development of NMHSs;

(j) Carry out the financial and administrative functions of the WMO Office in Nairobi;

(k) Support the implementation of the WMO Reform, including key priority initiatives of the Organization;

(l) Support the president and vice-president of Regional Association I in their duties;

(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\$ 77326

Annual post adjustment on initial salary is: US\$ 26445 (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.

Due to the currently ongoing review of WMO's regional structure, the duty station of this post may change to another location in the Africa Region.

Date of issue of vacancy notice: 26 May 2023

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