



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
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VACANCY NOTICE NO: 2219
DEADLINE FOR APPLICATION: 25 October 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Associate Coordination Officer (SOFF Coordination)	P2	Geneva, Switzerland	To be determined	Fixed-term - 2 years
ORGANIZATIONAL UNIT				
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.	
DUTIES AND RESPONSIBILITIES			QUALIFICATIONS	
<p>Following endorsement of the World Meteorological Congress in 2021, the Systematic Observations Financing Facility (SOFF) has been established by WMO, UNDP and UNEP as a UN a Multi-Partner Trust Fund. It became operational in July 2022. The purpose of SOFF is to effectively support developing countries, in particular Least Developed Countries and Small Island Developing States, in generating and internationally exchanging basic weather and climate observations to achieve compliance with the Global Basic Observing Network (GBON).</p> <p>The SOFF Secretariat is hosted by WMO in Geneva and follows WMO regulations and rules with respect to all administrative policies and procedures. It comprises a small team of professional staff and operates under the overall guidance of the Steering Committee and is accountable to it.</p> <p>The SOFF Secretariat is located within the Infrastructure Department of WMO. The Associate Coordination Officer reports to the Director of the SOFF Secretariat and works in close collaboration with the members of the SOFF Secretariat team, the Infrastructure and Governance Services Departments and many stakeholders. The incumbent will perform the following duties:</p> <p>(a) Coordinate the organization of SOFF meetings, workshops and events, in particular regular Steering Committee and Advisory Board meetings; facilitate planning of the meetings, workshops and events; draft meeting documentation; prepare written summaries and track follow-up activities;</p> <p>(b) Coordinate SOFF Secretariat administration; liaise with the relevant counterparts in the WMO Governance Services Department to ensure their effective provision of all services required for the functioning of the SOFF Secretariat, including procurement, travel, meetings etc;</p> <p>(c) Provide administrative support to the Director and the SOFF Secretariat team; keep the Director and SOFF Secretariat staff informed on all administrative matters requiring their personal attention; assist in formulating options as to how those matters might be handled and ensures appropriate follow-up, as directed;</p> <p>(d) Keep an overview of SOFF engagement of all SOFF peer advisors (advanced National Meteorological and Hydrological Services); facilitate communication with peer advisors; support coordination of the provision of peer advisory services in collaboration with respective WMO units and departments, including legal, finance, and the GBON implementation team within the infrastructure department;</p>			<p>Education Master's degree or equivalent in business administration, management, economics or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.</p> <p>Experience A minimum of two years of progressively responsible experience in project or programme management, administration or related area.</p> <p>Other requirements Experience working with UN organizations and knowledge of their administrative rules and procedures is desirable. Excellent oral and written communication skills. Maturity of judgement, sense of responsibility and initiative. Ability to plan and produce timelines. Ability to work in a multicultural environment and to foster diversity and team spirit.</p> <p>Languages Excellent knowledge of English (both oral and written). Knowledge of other official languages of the Organization would be an advantage.</p> <p>(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)</p>	

(e) Keep an overview of SOFF engagement with all SOFF Implementing Entities (multilateral development banks and UN organizations) and SOFF Secretariat communication with Implementing Entities;

(f) Coordinate knowledge management activities and manage the SOFF website; keep track of all relevant communication and documentation related to SOFF activities and multiple SOFF partners in a systematic manner; be responsible for SOFF Secretariat documents archiving, repository and access mechanisms for SOFF Steering Committee Members, Advisory Board and other stakeholders;

(g) Support SOFF Secretariat analytical work by researching, analysing and presenting information gathered from diverse sources;

(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\$ 49254

Annual post adjustment on initial salary is: US\$ 36399 (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: 11 October 2022