



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

Weather • Climate • Water
Temps • Climat • Eau

VACANCY NOTICE NO: 2183
DEADLINE FOR APPLICATION: 25 May 2022

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 Climate Services (CS) Branch 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, Climate Services Branch, the incumbent will perform the following duties: (a) Assists in the development, implementation and evaluation of assigned programmes, projects, and workflows; monitors and analyses their development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions; (b) Supports deployment of experts and consultants, and initiates agreements with WMO Member NMHSs and partners to leverage their institutional and technical resources as needed, in furtherance of the achievement of climate-related institutional and programme objectives; (c) Carries out basic research, analyses and presents information on the status of Member service delivery and services in support of high-level United Nations climate policy and joint action to include collecting, analysing and presenting data and information gathered from diverse sources, to identify needs for standards/guidelines addressing specific operational components; (d) Assists in WMO climate-related programme and policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies; (e) Participates in survey initiatives in support of the implementation of the climate-related goals and objectives of the WMO Operating Plan and related programmes; designs data collection tools; reviews, analyses and interprets responses, identifies problems/issues and prepares conclusions; (f) Contributes to the preparation of various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.; (g) Supports climate-related WMO governance, including technical commissions, standing committees and study groups, private sector engagement, and consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.; (h) Undertakes outreach activities supports training workshops, seminars, etc.; makes presentations on assigned topics/activities; (i) Participates in field missions, including provision of guidance to external consultants, government officials and other parties			QUALIFICATIONS Education Master's degree in business administration, management, international relations, economics or a related field. A Bachelor's degree or equivalent may be accepted if accompanied by relevant experience. Experience A minimum of two years of progressively responsible professional experience in project or programme management, administration or related area. Other requirements Capacity to support development, implementation, monitoring and evaluation of assigned programmes and workflows and to provide thorough, well reasoned written contributions, e.g., background papers, analysis, sections of reports and studies, inputs to publications, etc. Ability to develop and maintain effective working relationships, to promulgate coherent policies, and consistent adherence to these by clients. Capacity to efficiently use resources. 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.)	

and drafting mission summaries, etc.;

(j) Supports coordination of activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.);

(k) Coordinates workflows within the CS Branch with other units and departments, including to ensure smooth functioning of administrative processes;

(l) 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\$ 36793 (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 April 2022