



World Meteorological Organization  
Organisation météorologique mondiale

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Weather • Climate • Water  
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VACANCY NOTICE NO: ROSTER 1/2022 DEADLINE FOR APPLICATION: 27 December 2022				
POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Associate Project Officer	P2	Geneva, Switzerland	To be determined	Fixed-term - 1 year
<b>ORGANIZATIONAL UNIT</b> Management and Implementation Unit (PMIU) Member Services and Development 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> Under the supervision and guidance of the Head of the Project Management and Implementation Unit (PMIU), the Associate Project Officer will support Project Officers with the development and delivery of assigned projects in WMO Regions: RAI (Africa), RAI (Asia), RAI (South America), RAI (North & Central America and Caribbean), RAV (South West Pacific) and RAVI (Europe). The incumbent will perform the following duties:  (a) Support project activities on a day-to-day basis, with the responsibility of ensuring that the project produces the results specified in the project work plan within the specified constraints of time and cost;  (b) Review project components, develop project budget and timelines, assess delivery issues and work with national counterparts to build common understanding and coordination on projects activities;  (c) Track and manage project expenditures in accordance with the project budget, as well as WMO rules and procedures, to ensure transparency, responsibility and timely fulfilment of both project targets and budget targets;  (d) Track and manage project risks, identify emerging risks, address project delays, propose and implement mitigation measures as needed;  (e) Maintain regular communication with the project implementing partners and key stakeholders, ensuring their active participation, involvement and support of the project's objectives and activities;  (f) Prepare, manage and track various contracts issued to ensure timely work completion per schedule and disbursements;  (g) Maintain accurate data and information to facilitate monitoring and evaluation of project and service activities, and to institutionalize and disseminate knowledge;  (h) Prepare project reports and documents and ensure compliance with contractual obligations;  (i) In cooperation with relevant colleagues, support the process of developing and mobilizing resources;  (j) Participation in meetings and events related to the project;  (k) Carry out other relevant duties as required.			<b>QUALIFICATIONS</b>  <b>Education</b> Master's degree or equivalent in natural sciences, meteorology, climatology, international relations/international development, or a closely related field.  <b>Experience</b> A minimum of two years of combined national and international progressively responsible experience in project or programme management with development assistance projects or related area.  <b>Other requirements</b> Experience in disaster risk reduction (DRR), climate services, Multi-hazard Early Warning Systems (MHEWS), capacity building and climate information in decision-making. Knowledge of weather, water, climate-related activities of the World Meteorological Organization (WMO) and/or other United Nations agencies is highly desirable and would be an advantage. Strong sense of responsibility, maturity of judgement, and initiative. Experience in writing and revising technical documents and reports. Good analytical and communication skills 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.				
This is a generic vacancy notice for project officers. Selected candidates will be first rostered and then appointed when a project is established.				

This position is funded from extrabudgetary resources. The appointment and its duration are limited to one year. Conversion to another type of appointment is not possible.

**SALARY AND ALLOWANCES**

Annual net base salary on initial appointment is: US\$ 49254

Annual post adjustment on initial salary is: US\$ 37236 (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: 29 November 2022**