



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
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DEADLINE FOR APPLICATION: 22 July 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Call for Candidates (Information Technology)	N/A	Geneva, Switzerland	1 August 2022 or as soon as possible thereafter	Short-term 6 months

ORGANIZATIONAL UNIT Information Technology Division (ITD), WMO Information System (WIS) Branch 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.
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DUTIES AND RESPONSIBILITIES The relevant areas to cover are IT budget planning and reporting for IT operation and projects, planning and managing finance and procurement activities, keeping track of IT related contracts, facilitating contract renewals, terminations and IT clearances, coordinating with departmental and tenant's IT representatives, and managing the IT cost sharing or recovery processes, supporting IT governance meetings, ensuring relevant IT information is kept up-to-date and made available to users and providing administrative support to IT service leads. Under the supervision of the Chief, Information Technology Division, the incumbent will perform the following duties: <ol style="list-style-type: none"> 1.Support IT budget planning and reporting for IT operation and projects 2.Plan and manage finance and procurement activities of the IT Division 3.Keep track of IT related contracts, facilitate contract renewals, terminations and IT clearances 4.Coordinate with departmental and tenant's IT representatives, and manage the IT cost sharing or recovery process 5.Support IT governance meetings 6.Organize surveys, monitor and report on user satisfaction of IT services 7.Assist in organizing user trainings 8.Ensure relevant IT information is kept up-to-date and made available to users 9.Provide administrative support to IT service leads 10.Carry out other relevant duties as required DELIVERABLES AT THE END OF THE CONTRACT: <ol style="list-style-type: none"> 1.Regular delivery of IT budget reports with forecasts and actuals to control and plan for expenditures 2.Alignment of requisitions and purchase orders with budget plan; 100% accuracy of reconciliation of receipts and purchase orders 3.Timeliness of contract renewals and cancellations 4.Timeliness of IT Governance meetings minutes distribution and follow-up on actions 5.Increase in user satisfaction resulting from targeted training and availability of updated IT related information 	QUALIFICATIONS Education Bachelor's degree or equivalent in informatics or business management. Experience A minimum of 2 years of progressively responsible experience in IT management operations, administration or related area. Experience in Oracle ERP is a must. Other requirements Ability to effectively and efficiently build reports. Ability to plan and produce timelines. Languages Fluency in English (both oral and written); knowledge of French is desirable. 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.)
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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.

Additional Information:
 The selected candidate will work on a Band B consultancy contract. 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: