



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

<b>VACANCY NOTICE NO: 2161</b> <b>DEADLINE FOR APPLICATION: 26 November 2021</b>				
POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Capacity Development Coordinator	P4	Geneva, Switzerland	1 March 2022 or as soon as possible thereafter	Fixed-term - 2 years
<b>ORGANIZATIONAL UNIT</b> 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.	
<b>DUTIES AND RESPONSIBILITIES</b> Under the overall guidance and supervision of the Director of the GEO Secretariat, lead the development and implementation of GEO actions on capacity development as envisioned by the Capacity Building Section of the GEO Strategic Plan 2016-2025. The role of the Capacity Development Coordinator is to further develop engagement with relevant national level organizations in Member countries and with relevant GEO Participating Organizations and Associates as implementing partners to promote the use of information and knowledge produced by GEO efforts for decision-making. The incumbent will perform the following duties: (a) Establish relationships with champions at country level, including through national representations in GEO and Regional GEOs, to develop modalities for assisting countries in establishing national GEO coordination networks/mechanisms. This includes facilitate collecting and sharing of good practices in capacity development, including organization of fit-for-purpose and fit-for-audience training, workshops and stakeholder engagement events; (b) Participate in developing internal Secretariat knowledge base on the GEO member countries' policy objectives and priority needs. Work with the relevant GEO community members, e.g. Regional GEOs, leads of GEO Work Programme Activities, and GEO Working Groups to develop tools and resources to support capacity development, including development of policy briefs, identifying appropriate training and instructional materials e.g., Massive Open Online Courses to use in building capacities of target institutions; (c) Develop coordination with or points of contact in operational departments of GEO member countries and with engagement of experts of relevant GEO bodies, develop technical and operational capacity building plans target audiences; (d) Facilitate collecting and sharing of good practices in capacity development, including organization of seminars, teleconferences, and side events at major workshops and symposia; (e) Monitor and evaluate impact of GEO's capacity development support activities, using findings to continuously adjust and improve the capacity development approach; (f) Carry out other relevant duties as required.			<b>QUALIFICATIONS</b> <b>Education</b> Master's degree or equivalent in management, marketing, engineering or physical science. Knowledge of atmospheric sciences is a strong advantage. <b>Experience</b> A minimum of eight years of relevant experience in an international setting with proven experience in capacity building or partnership portfolio management. Understanding of best practices and strategies in partnership development in various sectors. Proven experience in stakeholder management and managing complex projects involving multiple stakeholders. Experience in designing and facilitating training tailored to target audiences. Experience in implementing projects through local and national level partners and providing direct support to local and national level organizations. <b>Other requirements</b> Demonstrated managerial skills, including ability problem solving skills, representation negotiation, and diplomacy. Excellent interpersonal skills, comfortable in a multicultural environment, flexible and able to handle pressure. Sense of responsibility, maturity of judgment, initiative, originality of ideas, ability to plan, organize and manage. Excellent interpersonal skills. Ability to write clearly and succinctly. Strong written and oral communications skills, effective in representation and liaison with external parties. Competence in modern cloud-based tools and donor management databases/CRMS. Ability to work in a multicultural environment and to foster team spirit. <b>Languages</b> 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.				
<b>SALARY AND ALLOWANCES</b> Annual net base salary on initial appointment is: US\$ 74913				

Annual post adjustment on initial salary is: US\$ 55511 (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: 22 October 2021**