



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: 2212
DEADLINE FOR APPLICATION: 21 September 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Chief_Monitoring_Evaluation_Risk and Planning Office	P5	Geneva, Switzerland	To be determined	Fixed-term - 2 years

ORGANIZATIONAL UNIT Monitoring Evaluation Risk and Planning (MERP) Office Cabinet Office of the Secretary-General	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, Cabinet Office of the Secretary-General, (D/CSG), the incumbent will perform the following duties: (a) Manage a cross-functional team focused on data analytics, business analysis, programme management, risk and quality management; Strategic and Operational Planning (b) Coordinate the preparation of the WMO Strategic and Operating Plan by working closely with the relevant departments and supporting Executive Management and WMO Constituent Bodies with forward planning, performance analysis and enterprise risk management; Monitoring and Evaluation (c) Spearhead the development and continuous improvement of the organizational monitoring and evaluation system ensuring that relevant policies, regulations, processes, quality standards and tools are set up and rolled out; (d) Lead and coordinate the management of performance data across the Secretariat to establish streamlined data collection, analysis, quality monitoring which ensures cohesive and innovative reporting on organizational performance (KPIs, thematic, SDGs contributions, compliance to technical regulations, etc.) and informs Members, UN, partners and public; (e) Advise Executive Management and inform constituent bodies (Congress, Executive Council, the EC Policy Advisory Committee and others) on progress in implementation of the Strategic and Operating Plans and contribute with performance analysis, trends, patterns and potential risks; (f) Collaborate with the Internal Oversight Office, as needed, on the design and implementation of programme and project evaluations, impact assessments; Country Hydromet Diagnostic Tool (CHD) (g) Oversee the operations of the Country Hydromet Diagnostics (CHD) and ensure that country assessments are part of organizational performance monitoring; Risk and Quality Management (h) Oversee the enterprise risk and quality management operations and ensure consistent integration into planning, monitoring and decision-making; Digital Transformation (i) Devise new performance information products and oversee	QUALIFICATIONS Education Masters degree or equivalent in International Relations, Business Administration, International Development or a closely related field. Experience A minimum of 10 years of combined national and international progressively responsible experience in strategic and operational planning, monitoring and evaluation system, performance assessment, risk management, international development and policy, of which a minimum of five years in an international organizations. Excellent knowledge of results-based management theory and application. Experience in digital transformation initiatives on data collection, quantitative and qualitative analysis, and data presentation. Other requirements Sense of integrity, responsibility, maturity of judgement, initiative and creativity. Excellent managerial, organizational, communication, presentation, interpersonal and analytical skills. Demonstrated ability to plan, organize and manage multiple workloads. Ability to conceptualize and develop data-driven reports in diverse formats and media. 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.)
--	---

digital transformation projects in the areas of planning and monitoring;

Representation

(j) Represent the Organization on planning, monitoring, evaluation at relevant United Nations meetings and other fora;

(k) 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\$ 90664

Annual post adjustment on initial salary is: US\$ 70355 (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: 24 August 2022