



World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water  
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**VACANCY NOTICE NO: 2206**  
**DEADLINE FOR APPLICATION: 11 August 2022**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Chief_ Partnerships and Communications	P5	Geneva, Switzerland	To be determined	Fixed-term - 1 year
<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 supervision of the Director, GEO Secretariat, the incumbent will be responsible for advancing the organization's impact through inspirational storytelling and brand building, creative relationships, imaginative resource mobilization, and strategic outreach. The incumbent will perform the following duties:  (a) Responsible for communications and advocacy strategy, external positioning and resource mobilization;  (b) Develop a visionary and clear integrated communications, advocacy and partnerships strategy and guide its implementation with the Strategic Communications Officer;  (c) Oversee and align print and online collateral materials production, including brochures, pitch decks, print publications, donor reports, etc.;  (d) Produce an annual cycle of public events and donor engagement activities;  (e) Create a strategic plan to increase and diversify GEO's resource base of donors;  (f) Sustain existing partnerships and mobilize new and non-traditional strategic partners to collaborate with in support of GEO's current and planned programmes;  (g) Identify and pursue opportunities for external funding and/or leveraging external resources to support GEO's projects and programs, and assist GEO team members in the preparation of related proposals and applications;  (h) Support the GEO Director in the compilation of documentation pertaining to partnerships and communications for the GEO governance;  (i) Monitor activities carried out under partnership agreements, communicate concerns, results and impacts to the relevant partners;  (j) Travel 30% to 40% of the year, or as needed to meet with existing and prospective GEO partners and stakeholders;  (k) In collaboration with the Chief of Staff develop partnership agreements;  (l) Serve as part of the senior leadership team responsible for overall organizational direction;  (m) Mentor and lead the GEO communications team;			<b>QUALIFICATIONS</b>  <b>Education</b> Master's degree or equivalent in marketing, business development, communications or a closely related field  <b>Experience</b> At least ten years of combined national and international progressively responsible experience in marketing, communications, advocacy, partnership building, resource mobilization experience, in a non-profit, international organization or development sector.  <b>Other requirements</b> Demonstrated ability to create energetic, entrepreneurial and creative environment. Demonstrated ability to communicate passionately, and knowledgeably with external stakeholders; programmatic community and project participants, organizational executives, policy makers, and to facilitate conversations. Experience in leading, managing and building motivated high performing teams. Comfortable working in a team or operating independently as needed. Superb verbal and written communication skills and an aptitude for communicating with many different types of people. Able to thrive in a highly entrepreneurial, fast-paced and creative environment. Able to inspire organization's values and highest ideals through word, deed, example and presence. Strong interpersonal skills and experience working as a member of a diverse, geographically distributed teams. Ability to work to meet tight deadlines. 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 WMO would be an advantage.	

(n) Carry out other relevant duties as required.	
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\$ 90664  Annual post adjustment on initial salary is: US\$ 60473 (in addition to the net base salary)	
<b>Additional Information:</b> 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.	
<b>Date of issue of vacancy notice: 28 July 2022</b>	