



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: 2224
DEADLINE FOR APPLICATION: 29 December 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Chief_Procurement Section	P5	Geneva, Switzerland	To be determined	Fixed-term - 2 years
ORGANIZATIONAL UNIT Legal Counsel and Administration (LCA) Division Governance Services 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.	
DUTIES AND RESPONSIBILITIES Under the supervision and guidance of the Director Legal Counsel and Administration Division, Governance Services (GS) Department, and within delegated authority, the Chief Procurement is responsible for the following duties: (a) Plans develops and manages the procurement activities of a discrete unit (e.g. a section or equivalent) involving multi-million-dollar expenditures for worldwide procurement of a broad range of commodities and services; (b) Serves as principal advisor to senior officials; provides authoritative technical and policy advice on all aspects of procurement; develops and disseminates best practices; (c) Leads and directs a procurement work team; plans and allocates work assignments; coaches, mentors, and evaluates staff; participates in recruitment and selection of new staff and in the development of training programs; (d) Analyzes unusually complex and/or critical procurement proposals of significant financial or operational impact; determines appropriate strategy/approach to best serve institutional interests, and ensures implementation, including the authorization of exceptions to established rules, practices and procedures, as necessary; (e) Directs, manages and conducts planning, solicitation, negotiation, and, if necessary, termination of contractual and procurement action; (f) Authorizes up to approved limit or recommends authorization of procurement contracts/purchase orders; (g) Develops proposals on revisions to procurement policies and procedures; develops and recommends strategy for the effective implementation of procurement policies and reforms; (h) Represents the organization in key meetings with senior officials internally and government officials, and in negotiations with senior executives of various commercial organizations for the purpose of concluding major contracts; (i) Work implies frequent interaction with the following: Heads/Chiefs of various services and divisions, both internal and external, typically at levels P-5 through D-2; Auditors; Government officials and senior staff in other UN organizations and missions; Representatives, up to senior executive level, of commercial organizations. (j) Carry out other relevant duties as required.			QUALIFICATIONS Education Master's degree or equivalent in business administration, public administration, marketing, commerce, engineering, law or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Experience A minimum of ten years of national and/or international progressively responsible experience in procurement, contract management, administration or related area in the public and/or private sector. Other requirements Excellent coordination, negotiation and persuasion techniques. Maturity of judgment, sense of responsibility, initiative, ability to plan, organize and direct all aspect of procurement work. Ability to propose solutions to unusual procurement problems. Knowledge of automated procurement systems as well as of Microsoft Office applications. Good proven ability to draft documents and reports. Ability to work in a multicultural environment and to foster diversity and team spirit. Languages Fluency in English and French (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.

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\$ 68542 (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: 1 December 2022