



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water
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VACANCY NOTICE NO: 2162, Rev.
DEADLINE FOR APPLICATION: 26 November 2021

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Chief_ Work Programme Coordinator	P5	Geneva, Switzerland	1 March 2022 or as soon as possible thereafter	Fixed-term - 2 years
ORGANIZATIONAL UNIT 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.	
DUTIES AND RESPONSIBILITIES Under the supervision of the Director, GEO Secretariat, the incumbent will perform the following duties: (a) Manage the coordination of the GEO Work Programme. Initiate and manage processes for the development, revision and maintenance of the multi-annual GEO Work Programme (GWP) aligning it with GEO's strategic priorities. Coordinate analyses of GWP activities to identify gaps, cross-linkages, and potential synergies; foster collaboration and reduce duplication across the GWP; and make recommendations to Programme Board, Executive Committee and Plenary to address identified issues. Lead the integration of GEO Work Programme activities based on identified synergistic relationships, for example around nexus areas such as food and water, to promote integrated solutions-oriented knowledge development. Coordinate requests to the GEO community to identify resource commitments, both financial and in-kind, for the implementation of GWP. Prepare and give presentations at international meetings; (b) Monitoring and evaluation of GEO Work Programme. Coordinate and implement the monitoring of GWP activities to support annual reporting on GWP performance to GEO Plenary, periodic reporting on key performance indicators to Programme Board and Executive Committee, and to support periodic external evaluations of GEO's effectiveness and impact. Coordinate the design and implementation of surveys of GEO Members, GWP participants, and attendees of meetings organized by the Secretariat. Lead the development and maintenance of a comprehensive online GWP database to improve information exchange among GEO stakeholders. Coordinate the planning for GEO evaluations of effectiveness and impact and support external evaluation teams as appropriate. Team leadership and coordination with other secretariat units. Guide the work and provide quality check and assurance for the work outputs of the Work Programme Unit and interns as assigned by the Director. Closely coordinate with other Secretariat Units providing timely and relevant input to ensure coherency across all Secretariat mission areas; (c) Governance support. Advise Programme Board co-chairs in the development of annual plans, meeting agendas, and management of meetings. Oversee the preparation of Programme Board meeting documents and reports. Coordinate Secretariat support to Programme Board subgroups and Foundational Task Working Groups. Coordinate the preparation of Secretariat Operations Reports and draft meeting summaries for the Executive Committee. Coordinate annual processes for nomination and selection of Programme Board members, including recommendations of a proposed slate to the Executive Committee. Support the Director with operational duties,			QUALIFICATIONS Education Master's degree or equivalent in Business Management or Social Sciences. Additional qualifications in environmental domains or geophysical science would be an advantage. Experience At least 10 years of combined national and international progressively responsible experience in designing innovative strategies; programme, project and financial management; and stakeholder engagement including public and private sectors, international organizations. Proven experience analyzing, interpreting and adapting a monitoring and evaluation framework. Other requirements High sense of integrity, responsibility, maturity of judgement, and initiative. Excellent organizational, planning, communication, presentation, interpersonal and analytical skills. Demonstrated ability to manage a team. Ability to analyse and evaluate scientific and technical needs and requirements. Ability to draft reports, correspondence and documents clearly and succinctly in English. Familiarity with the work of the GEO Secretariat. Ability to work in a multicultural environment and to foster team spirit. Languages Excellent knowledge of English (both oral and written). Knowledge of other official languages of WMO would be an advantage.	

including assuming authority for Secretariat management, when delegated by the Director in the delegation order established by the Secretariat Concept of Operations;	
(d)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.	
SALARY AND ALLOWANCES	
Annual net base salary on initial appointment is: US\$ 89837	
Annual post adjustment on initial salary is: US\$ 66569 (in addition to the net base salary)	
Additional Information: CANDIDATES WHO APPLIED TO VACANCY NOTICE 2162 WILL BE DULY CONSIDERED AND DO NOT NEED TO RE-APPLY. 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: 1 November 2021	