



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
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VACANCY NOTICE NO: 2197
DEADLINE FOR APPLICATION: 7 July 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Chief of Staff	P5	Geneva, Switzerland	To be determined	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 be responsible for ensuring effective Secretariat operations, liaising across the senior team to assess any impacts on project or programme delivery, acting as a key liaison with Secretariat team to ensure efficient management of the Secretariat resources and to provide impartial and informed guidance to the Director. The incumbent will perform the following duties: (a) Assume a hands-on role to coordinate activities across the Secretariat, working closely with peers in the Secretariat to ensure everyone has the resources required to do their jobs effectively. Having an explicit understanding of Secretariat operations and being able to foresee any issues or hurdles that may arise and handling them accordingly; (b) Liaise with senior community members on behalf of the Director, such as Ministers, Ambassadors, senior leaders from the United Nations and others who can influence decisions and actions relating to GEO; (c) Design internal policies and protocols and oversee the Secretariat's adherence to these to ensure efficient and effective operations of the Secretariat. Ensure that all documents and all background communication tasks are delivered on time and in accordance with requirements; (d) Assess the relevance and effectiveness of policies and protocols to maximise output from the Secretariat, develop positive culture and work across teams to ensure information sharing and joint action; (e) Plan and manage effective and efficient use of the financial resources of the Secretariat. Propose the annual operational budget of the Secretariat in line with the strategic mission, direction and available resources. Ensure coordination and collaboration with the host organization for the preparation of annual accounts and manage the financial reporting mechanisms; (f) Keep abreast of contextual considerations that may influence revenue streams. Minimize financial risk and propose proactive strategies. Manage extra-budgetary resources and ensure effective reporting to donors. In close collaboration with the Chief, Partnerships and Communications, anticipate and define appropriate methods and systems for managing incoming funding sources; (g) Plan and manage human resources in line with GEO's strategic direction and available resources. Coordinate administration of staff with the host organization. Propose staffing requirements for the Secretariat Concept of Operations, including individual terms of reference for recruitment and			QUALIFICATIONS Education Master's degree or equivalent in management and business administration, public administration, international relations, knowledge management, or a closely related field. Experience At least ten years of combined national and international progressively responsible experience in business leadership, financial and human resource management, or previously held position as Chief of Staff. Other requirements Excellent managerial, communication, coordination and analytical skills. Demonstrated qualities of confidentiality, diplomacy and integrity. Initiative, originality of ideas, creativity, ability to plan, organize and direct relevant activities, supervise and motivate staff in multicultural, multinational and multidisciplinary teams. Ability to work independently and to promote horizontal and vertical collaboration and coordination. Experience in negotiating and persuading senior decision makers. Ability to work to meet tight deadlines. 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 WMO would be an advantage.	

performance assessments purposes. Ensure individual performance assessments are coherent with strategy and concept of operations;

(h) Spearhead a results-based performance system for the Secretariat basing on Objectives and Key Results (OKR) aligned with the Secretariat's vision and mission. Help to assess performance and areas that require assistance where OKR are not working;

(i) Lead the Secretariat coordination of governance meetings, Executive Committee and GEO Plenary. Liaise with Lead Co-Chair (LCC) and LCC team. Propose and organize agendas, documents and speakers. Organize and manage the events schedule for support materials including documents and reports. Manage support teams for overall logistics coordination. Work and coordinate with host locations;

(j) 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\$ 90664

Annual post adjustment on initial salary is: US\$ 73438 (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: 9 June 2022