



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
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VACANCY NOTICE NO: 2200
DEADLINE FOR APPLICATION: 26 July 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Coordination Officer	P3	Geneva, Switzerland	To be determined	Fixed-term - 2 years

ORGANIZATIONAL UNIT 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.
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DUTIES AND RESPONSIBILITIES Under the supervision and guidance of the Director of Cabinet of the Secretary-General, the incumbent will perform the following duties: (a) Provides dedicated operational support and assistance to the Director of Cabinet of the Secretary-General (D/CSG) in the context of the Cabinet Office department including coordinating support across departments, WMO Liaison Offices and WMO Regional Offices; (b) Supports D/CSG in the implementation of corporate tasks and priorities related to WMO strategic and Senior Management activities (e.g. Board of Directors); provides assistance in liaising with counterparts within the United Nations system, Permanent Missions, other international organizations and other stakeholders; ensures a smooth information flow between Departments/ Regional Offices/ Liaison Offices; (c) Consolidates and keeps track of priorities and strategic initiatives including the Executive Action Matrix in the Board of Directors and ensures support to D/CSG and Executive Management to plan and coordinate suitable follow-up actions with Member States, missions in Geneva, partners and donors; (d) Acts as a coordination officer in the Executive Management Support unit team in support of the Secretary-General, Deputy Secretary-General, Assistant Secretary-General and Director of Cabinet; (e) Assists D/CSG in monitoring expenditures and budgetary allocations for the CSG department through regular reviews and liaison with the Chief of Finance; (f) Implements and monitors support services for the Cabinet Office, including procurement of supplies and services; travel, communications, and information technology support; and provision of utilities and service requirements. Liaises with the central administrative platform of WMO on correspondence and documentation requests for the Executive Management Support Unit; (g) Keeps abreast of developments relevant to WMO's mandate and portfolios within the UN system, and other stakeholders; (h) Carries out other relevant duties as required.	QUALIFICATIONS Education Master's degree or equivalent in business or public administration, international relations, or a closely related field. Experience A minimum of five years in UN, international organisation or national government ministry/agency. Direct experience in a UN front office or Cabinet Office supporting executive level senior officials in diplomatic and strategic issues would be an advantage. Other requirements Proven ability ability to coordinate and collaborate across organizational boundaries, excellent technological awareness and ability to leverage technology in the application of administrative processes. Confidentiality, diplomacy and ability to handle sensitive information is essential. Good managerial and supervisory skills. Sense of responsibility, maturity of judgement, initiative and originality of ideas. Excellent coordination, analytical, communication and interpersonal skills. 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 French is desirable. 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.)
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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\$ 62692

Annual post adjustment on initial salary is: US\$ 40624 (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: 28 June 2022