



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
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VACANCY NOTICE NO: 2171
DEADLINE FOR APPLICATION: 15 February 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Coordination Officer: United Nations System Decision Support and Processes	P4	New York, United States of America	To be determined	Fixed-term - 2 years
ORGANIZATIONAL UNIT				
UN Affairs Office 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.	
DUTIES AND RESPONSIBILITIES			QUALIFICATIONS	
<p>Under the supervision of the WMO Representative and Coordinator to the United Nations and other International Organizations, the incumbent will perform the following duties:</p> <p>(a) Support the WMO Representative in direct engagement with other United Nations agencies regarding joint contributions to the 2030 Agenda for Sustainable Development, the Sendai Framework for Disaster Risk Reduction 2015-2030, the Paris Agreement, and other major initiatives relevant to the WMO mandate. Substantive follow-up on the status of Members' achievement of goals, targets and indicators of relevant Sustainable Development Goals (SDGs) and processes at United Nations Headquarters. Provide coordination and liaison support to United Nations system processes. This will include attendance of, and preparing reports for, meetings of bodies such as the United Nations General Assembly, Economic and Social Council and various other United Nations committees, as required;</p> <p>(b) Ensure the coordination of critical flow of strategic weather, climate and water related information from National Services and WMO Headquarters and perform advisory functions at the United Nations Headquarters; provide briefings and facilitate analysis to the United Nations Operations and Crisis Center (UNOCC). Ensure WMO visibility and presence in the United Nations Headquarters in the delivery of authoritative weather, climate and water information;</p> <p>(c) Maintain close liaison with WMO departments (especially the Disaster Risk Reduction and Public Services Branch on early warning services, anticipatory action activities and the developing WMO Coordination Mechanism) and with relevant organizations in New York and Washington DC (United Nations, UN Missions, NMHSs and academia in the areas of multi-hazard early warnings; risk assessments of extreme and high-impact weather, water and climate events; and humanitarian response/crisis management activities/support. Brief on requirements and progress both WMO departments and the WMO Representative;</p> <p>(d) Liaise and support coordination with the United Nations Sustainable Development Unit, the core climate team of the Executive Office of the Secretary-General and other relevant New York-based United Nations Secretariat departments, Funds and Programmes in the provision of strategic weather, climate and water information for decision- and policy-making. Prepare reports and provide written and oral briefings. Participate in meetings, workshops and briefings concerning weather, climate and water issues at the United Nations Headquarters;</p>			<p>Education Master's degree or equivalent in Meteorology, Hydrology, Geophysical Sciences, International Relations or a closely related field.</p> <p>Experience Eight years of national and international (UN) progressively responsible experience in coordination/handling/support of strategic policy, and/or weather, climate and water issues in support of decision-making. Experience briefing officials from different sectors in a non-technical manner. Experience drafting briefing notes, reports and documentation. Experience and understanding of current United Nations intergovernmental processes relevant to the WMO mandate is highly desirable.</p> <p>Other requirements Ability to understand, handle and present complex information in an understandable way. Demonstrated ability to plan, organize and manage multiple workloads. Qualities of confidentiality, integrity, diplomatic manner, and understanding of sensitive protocol issues are essential in this position. Excellent organization, interpersonal, analytical and communication skills. Familiarity and experience with the work of WMO and its constituent bodies. Maturity of judgement, initiative and creativity. Ability to work in a multicultural environment and foster diversity and team spirit.</p> <p>Languages Excellent knowledge of English (both oral and written). Knowledge of other official languages of the Organization would be an advantage.</p> <p>(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)</p>	

(e) Carry out other relevant duties as required.

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\$ 74913

Annual post adjustment on initial salary is: US\$ 51915 (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: 18 January 2022