



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
Temps • Climat • Eau

VACANCY NOTICE NO: 2173
DEADLINE FOR APPLICATION: 21 March 2022

| POST | GRADE | DUTY STATION | COMMENCEMENT OF DUTY | NATURE OF APPOINTMENT |
|---|-------|---------------------|--|-----------------------|
| Director Cabinet | D2 | 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. | |
| DUTIES AND RESPONSIBILITIES Responsible to the Secretary-General, the incumbent is accountable for the management of the Cabinet Office of the Secretary-General and the strategic, diplomatic and political support functions provided to the Executive Management (Secretary-General, Deputy Secretary-General and Assistant Secretary-General) as well as to the WMO President, and ensures that the Cabinet Office carries out its work as an integral part of the Secretariat. The incumbent furthermore directs all External Relations activities of the Secretariat, the Communications, the Monitoring, Evaluation, Risk Management, strategic and operational planning, and the Socio-Economic benefits functions, the CREWS Secretariat, and the Controller's Office of WMO. The incumbent also has the overall leadership responsibility for the activities of the WMO offices in New York and Brussels. In the exercise of the function, the Director shall: (a) Provide leadership and coordination support to the Executive Management on political, strategic, diplomatic and policy issues and coordinate the Executive Management engagement at senior level meetings or missions as appropriate; ensure the efficient management and overall coordination of the Executive Management activities. Provide sherpa-level preparation for meetings with Heads of State and Government, Ministers, Ambassadors, UN Secretary-General's cabinet at UNHQ and senior UN officials, including Executive Heads from the UN system and related organizations; (b) Direct the work of the Strategic Communications Unit to ensure substantive corporate external and internal communication support ensuring high visibility for the WMO strategic and programmatic delivery to Members and other stakeholders. As the direct supervisor of the Economic and Societal Impact Officer, provide overall direction for the analysis and provision of economic financial information and statistics on the societal benefits and magnitude of national and multilateral investments in Hydro-meteorological Services, climate adaptation and early-warning. Ensure strategic vision and direction to the WMO offices in New York and Brussels and coordinate their activities with the overall WMO strategic direction; (c) Plan, manage and direct the activities of the Cabinet Office, including supervision of staff and management of the budget and resources with high efficiency and effectiveness; establish and manage the Cabinet Office annual objectives with measurable performance indicators, targets and deliverables; maintain close collaboration with the Directors and Heads of other WMO Departments and Offices ensuring the joint planning and support to all WMO strategic objectives relevant to the Cabinet Office; | | | QUALIFICATIONS Education Master's degree or equivalent in meteorology, hydrology, geophysical/environmental science or a closely related field. Additional qualifications such as a Ph.D. in a relevant field would be an advantage. Experience At least 15 years of combined national and international experience in science policy coordination, diplomacy and external relations as would be acquired in a senior function in a United Nations organization or national government entity. Experience in Executive support functions to a UN Principals cabinet and planning, organizing and implementing science policy-related issues at the international level. International Representational experience preferably at UN Headquarters. Extensive engagement with senior diplomatic officials of national missions, government ministries, UN Secretariat departments and Executive Heads of the UN System Organizations and the media. Experience of handling and preparing UN resolutions, official diplomatic reports and high-level correspondence for a UN Principal and a cabinet office. 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 foster international cooperation and communications and to promote the image and visibility of National Meteorological and Hydrological Services (NMHSs) and WMO as the foremost United Nations agency on weather, climate and water and as major contributors to sustainable development. Experience of negotiating and persuading senior decision makers. Ability to use Microsoft Office applications. 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 the Organization would be an advantage. (Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.) | |

(d) Supervise and manage the WMO diplomatic protocol and interactions with counterpart directors of cabinet and senior UN Officials including close interaction with the UN Secretary-General's office in New York, and key UN system Agencies, Funds and Programmes. Provide overall supervision to the Chief of the Strategic Communications Office and maintain oversight on strategic executive communications and organizational messaging;

(e) Lead the Secretariat coordination for the Board of Directors and facilitate and participate in regular meetings of the Executive Management; be responsible for the management of executive support liaison of meetings of the WMO Bureau, including interactions and support to the President and Vice-Presidents of WMO and Permanent Representatives. Manage the coordination of relevant internal committees;

(f) Support to the WMO Governing bodies and their subsidiary bodies to develop, for consideration by the Executive Council, Congress and Secretary-General, the innovative and/or change management practices, by promoting new technologies to the operations of the Cabinet and mobilize needed resources (trust funds, in-kind contributions, etc.) for supporting WMO Members;

(g) Act as WMO leading focal point with overall managerial responsibility for the WMO External Relations portfolio and partnerships ensuring efficient oversight and active implementation and follow-up of high-level agreements and MoUs. Supervise the WMO Representative and coordinator at the United Nations Headquarters New York Liaison Office and the Chief of the Joint EUMETNET/WMO Liaison Office in Brussels and the seconded expert to European Commission DG INTPA to ensure engagement with UN and E.U. policy and partnership issues; develop and maintain relationships with WMO key counterparts in the international community;

(h) Supervise the Controller's Office and the Monitoring, Evaluation, Risk and Performance Unit. Manage the WMO delegation of authority, assessment and evaluation of deliverables, and maintain executive oversight functions on departmental performance; arrange regular reporting to the Executive Management on established key performance indicators and milestones; ensure WMO organizational delivery, strategic and operational planning, risk mitigation and the transmission of political/public messages; collect, compile and provide relevant information for monitoring and evaluating implementation performance and reporting based on the key performance indicators, targets and deliverables associated with WMO Strategic and Operation Plans;

(i) 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\$ 113621

Annual post adjustment on initial salary is: US\$ 85897 (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: 21 February 2022