



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: 2167
DEADLINE FOR APPLICATION: 4 January 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
<p>Head_ Project Management and Implementation Unit</p>	<p>P4</p>	<p>Geneva, Switzerland</p>	<p>To be determined</p>	<p>Fixed-term - 2 years</p>
<p>ORGANIZATIONAL UNIT</p>			<p>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.</p>	
<p>Regional Strategy Office (RSO) Member Services and Development Department</p>				
<p>DUTIES AND RESPONSIBILITIES</p>			<p>QUALIFICATIONS</p>	
<p>Under the overall guidance of the Director, Member Services and Development Department and the direct supervision of the Director, Regional Strategy Office, the incumbent will perform the following duties:</p> <p>(a) Oversee the overall work programme of the Project Management and Implementation Unit and ensure the timely and within budget delivery of WMO projects;</p> <p>(b) Lead the portfolio management processes ensuring optimal use of extra-budgetary resources, alignment to WMO strategic objectives, WMO project management policies and value-addition of projects at beneficiary levels;</p> <p>(c) Manage and provide guidance to project managers, consultants and provide project/program management support to staff throughout the project lifecycle and help determine project priorities and resources, ensuring donor expectations are understood and met;</p> <p>(d) Provide guidance to project managers in performing risk analysis in advance of and during project implementation, develop mitigation strategies and monitor risks throughout the project lifecycle reporting and escalating risk issues to appropriate levels, including appropriate collaboration with relevant officers in the Regional Strategic Division and the Monitoring, Evaluation, Risk and Performance Unit (MERP);</p> <p>(e) Manage donor relations, streamlining communication and WMO engagements, and nurturing donor relationships, ensuring donor feedback mechanisms are in place to gather data and information related to portfolio performance through the donor lens;</p> <p>(f) Collaborate closely with the WMO Regional Offices and relevant technical and cross-functional departments in the development, implementation and monitoring and evaluation of projects, in particular with the Services Department's Technical Coordination and GFCS Support (TCG) Unit;</p> <p>(g) Coordinate regional project briefings to facilitate knowledge exchange and sharing of good practices and challenges to enhance portfolio performance in collaboration with Services Department's TCG Unit;</p> <p>(h) Provide project portfolio information for the Project Management Board, including projects' alignment with WMO's strategic objectives, value and complexity of the portfolio as well as risks related to projects struggling to cope with schedule and budget;</p>			<p>Education Master's degree or equivalent in environmental sciences (meteorology, hydrology, climatology or a related field), or in management or international relations.</p> <p>Experience At least eight years of national and international progressively responsible experience in international cooperation activities, project management, strategic planning, resource mobilization and strategic communications.</p> <p>Other requirements Sound knowledge of WMO Programmes, procedures, activities and processes. Experience in managing donor relations. Knowledge of the working arrangements of WMO partner organizations including UN and Regional Economic Communities as well as their relationship with WMO Members in the Regions would be an advantage. Recognized experience in leading large multidisciplinary programmes including the organization of large events involving various stakeholders. Proven ability to draft reports and documents clearly and succinctly. Sense of responsibility, maturity of judgment, and initiative. Excellent interpersonal, communication and negotiation skills as well as ability to plan, organize and manage the work of consultants. Excellent knowledge of Microsoft Office applications. Ability to work in a multicultural environment and to foster diversity and team spirit.</p> <p>Languages Excellent knowledge of English (both oral and written). Knowledge of French/Spanish is desirable. 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>	

- (i) Lead the planning and organization of relevant project meetings and associated workshops, and conferences and coordinate the preparation of supporting documents, reports, plans, analyses and presentations;
- (j) Support resource mobilization efforts by promoting achievements of WMO projects, retaining trust of implementation partners, including other United Nations bodies, Development Partners, donors and other relevant institutions;
- (k) Support overall improvement of the project management culture at WMO and support continuous improvement of project management processes and tools through feedback from project managers and provide inputs to improve the project management guidelines;
- (l) Work alongside other WMO areas to ensure effective interactions between service providers and project managers, integrity and compliance in the delivery of WMO projects in relation to adopted policies, mechanisms, structures and practices;
- (m) Work closely with the Procurement and Finance Sections to ensure effective coordination and financial reporting on WMO projects;
- (n) Represent WMO in relevant meetings, as appropriate;
- (o) 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\$ 56709 (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: 7 December 2021