



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
Temps • Climat • Eau

VACANCY NOTICE NO: 2169
DEADLINE FOR APPLICATION: 12 January 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Knowledge and Information Management Officer	P4	Geneva, Switzerland	To be determined	Fixed-term - 2 years
ORGANIZATIONAL UNIT Governance Services Department		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 Under the overall guidance and supervision of the Director of the Governance Services (GS) Department and in close collaboration with the two GS directors and the Business Innovation Officer, the Officer is responsible for formulating and implementing overall knowledge and information management policy. The incumbent will perform the following duties: (a) Reviews and provides comprehensive assessment of the existing knowledge and information management procedures, documentation, electronic platforms, and physical depositories; Creates inventories of existing knowledge and information assets, identifies custodians, and maps current processes; Identifies and documents gaps and proposes immediate actions in order to optimize use of information, data and knowledge across the Secretariat; (b) Works cross-functionally and collaboratively at all management levels across the Secretariat to develop a joint strategic vision and objectives for knowledge and information management; (c) Chairs Knowledge and Information Management forum discussions, designed to assess information/data/knowledge needs, formulate business initiatives and collect functional requirements for a collaborative electronic record/content management platform; (d) Formulates and drafts Organization-specific retention and archiving policies, procedures, guidelines and training; (e) Coordinates implementation of the knowledge and information policies and procedures, monitors progress and compliance; (f) Under the agreed retention schedule, ensures preservation of information assets with continuing value; Coordinates systematic preservation and disposition of information; (g) Develops training materials and facilitates training in knowledge and information management best practices and use of electronic platform; (h) Liaises with the Chief of Information Technology Division regarding all matters relating to underpinning IT systems and issues relating to data management and governance; (i) Carry out other relevant duties as required.		QUALIFICATIONS Education Master's degree or equivalent in information management, knowledge management, archival science, business administration, or a related discipline. Knowledge of information management policies and practices. Experience A minimum of eight years of relevant experience in an international setting, out of which at least five in the UN system with proven experience in setting up knowledge and information management frameworks and drafting policies. Experience in developing and implementing knowledge and information management best practices in an Organization. Proven experience in stakeholder management, including setting up and chairing user forums. Experience in designing and facilitating training tailored to target audiences. Other requirements Excellent analytical and problem-solving skills. Ability to match technical solutions effectively and efficiently with policy and workflows, while understanding applicability of technology and its limitations. Ability to develop clear strategies/objectives/ goals and prioritize tasks based on available resources; ability to foresee risks and allow for contingencies. Strong written and oral communications skills; ability to explain complex technical issues to a wider non-technical audience in simple and easy to remember manner. Excellent interpersonal skills, comfortable in a multicultural environment, flexible and able to handle pressure. Sense of responsibility, maturity of judgment, initiative, originality of ideas. 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.)		

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\$ 56335 (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: 15 December 2021