



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: 2180
DEADLINE FOR APPLICATION: 20 April 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Operations Officer	P3	Geneva, Switzerland	To be determined	Fixed-term - 1 year
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 supervision of the Director, Governance Services Department, the incumbent will perform the following duties: (a) Coordinate priority goals of Governance Services, preparing reports and analyses for all matters relating to Audits and management reviews; (b) Research, evaluate and make recommendations on operational issues, monitor the progress and expedite completion of ongoing projects, draft policy statements and related substantive correspondence and liaise with senior staff on matters relating to the overall functioning of the GS department; (c) Analyse existing business processes in the Department with a view to streamlining and optimization and propose appropriate changes to facilitate the delivery of the Department's mandate; (d) Contribute to achieving further efficiencies in the work processes of the various sections of the Department; (e) Monitor and track progress of major ongoing activities in the Department and follow up with relevant stakeholders to ensure timely implementation. Prepare regular updates to the Department management on projects and other activities; (f) Keep the GS management informed on all matters requiring their attention, assist in formulating options as to how matters might be handled and ensure appropriate follow-up, as directed; (g) Work in regular and close collaboration with counterparts in other Departments to ensure consolidation of efforts and creation of Organization-wide synergies; (h) Organize and conduct briefings or trainings on topics that require an Organization-wide action; draft proposals for new policies or procedures to be analysed and consolidated; (i) Coordinate the Department's contribution to meetings, steering committees, and other corporate activities ensuring timeliness and high quality of input; (j) Ensure that the substantive input of the Department is provided into the work of other Departments; (k) Monitor Department's adherence to key performance indicators, prepare statistics, analyse trends and recommend mitigating actions to be undertaken by the Director; (l) Carry out other relevant duties as required.			QUALIFICATIONS Education Master's degree or equivalent in business or public administration, social or political sciences, international relations, economics, law, or related area. Experience A minimum of five years of combined national and international progressively responsible experience in administration, finance, human resources, governance management or related field. Other requirements Ability to plan, organize and manage the work with minimum supervision. Ability to draft clear and succinct communication items, reports, documents and correspondence. Maturity of judgement, initiative and creativity. Excellent analytical, communication and interpersonal skills. Excellent knowledge of 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) is required. 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.

The position is limited to 31 December 2023 with no expectation of renewal.

SALARY AND ALLOWANCES

Annual net base salary on initial appointment is: US\$ 62692

Annual post adjustment on initial salary is: US\$ 46768 (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: 4 April 2022