

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

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Governance Services Departmentworkforce. 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 RESPONSIBILITIESQUALIFICATIONSUnder 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;QUALIFICATIONS(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 GSExperience 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 A bility to alone 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 GSOther requirements human resources, governance management or related field.	VACANCY NOTICE NO: 2180 DEADLINE FOR APPLICATION: 20 April 2022					
ORGANIZATIONAL UNIT WMO is committed to achieving diversion and pliced is completed the term of appointment will normally be considered. DUTES AND RESPONSIBILITIES Under the supervision of the Director, Governance Services, preparing reports and analyses for all matters relating to Audits and management reviews: (a) Coordinate priority goals of Governance Services, preparing reports and analyses for all matters relating to Audits and committee completion of ongoing projects, draft policy statements and related substantive correspondence and laises with sension statement. (c) Analyse existing business processes in the Department wark relating to the overall functioning of the GS department. Control to achieving further efficiencies in the work processes of the organization wold be accomment and to force appropriate and management on projects and other adviries; (d) Contribute to achieving further efficiencies in the work processes of the organization wold be services, preparing there inderiments manafered and ensure appropriate follow with a diversion wold be accomment and to force appropriate and management on projects and other adviries; (d) Contribute to achieving further efficie	POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT	
Governance Services Department workforce. Applications are welfcome 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 Under the supervision of the Director, Governance Services, preparing reports and analyses for all matters relating to Addits and management reviews: (a) Coordinate priority goals of Governance Services, preparing reports and analyses for all matters relating to the composition of ongoing projects, draft policy statements and related substantive correspondence and liaise with senior staft on matters relating to the overall functioning of the GS and the delivery of the Department with a view to streamling and optimization and propose approxison. Ability to plan, organize and manage the work with minimum cation and interpretional skills. Excellent Knowledge of Maturity of Loganize and manage the work with minimum apperiations. A bility to plan, organize and manage the work with minimum apperiations. A bility to plan, organize and manage the work with minimum apperiation. Ability to plan, organize and manage the work with minimum apperiation. Ability to plan, organize and manage the work with minimum apperiation. Ability to plan, organize and manage the work with minimum apperiation. Ability to plan, organize and manage the work with minimum apperiation. Ability to plan, organize and manage the work with minimum apperiation. Weak the related field. Other requirements (c) Analyse existing business processes in the Department work processes of the various sections of the Department, informed on all matters requiring there analed and ensure appropriate follow-up, as directed;	Operations Officer	P3	Geneva, Switzerland	To be determined	Fixed-term - 1 year	
 Under the supervision of the Director, Governance Services, preparing analyses for all matters relating to Audits and management reviews; (a) Coordinate priority goals of Governance Services, preparing the subsex. monitor the progress and expedite completion of ongoing projects, draft policy statements and competition of ongoing projects, draft policy statements and the resultive correspondence and liase with senior state scalaung 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 of factoriate the delivery of the Department; (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 this relevant stachelders to the Department and follow up and popinization of and proposals for new policies or procedures to be analysed and consolidated; (f) Coordinate the Department's contribution of a drouts protection of Organization-wide action; draft proposals for new policies or procedures to be analysed and consolidated; (g) Work in regular and close collaboration with counterparts in other Department's contribution to meetings, steering committees, and other corporate activities ensuring timeliness and high quality of input; (f) Coordinate the Department's contribution to meetings, steering committees, and other consolidated; (g) Work in regular and close collaboration with counterparts in other Department's adherence to key performance indicators, prepare statistics; analyse tends and intermational intermations and correspondence. Altitiva bias commendiation intervices in the work is a ma	ORGANIZATIONAL UNIT Governance Services Department			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		
Department, the incumbent will perform the following duties: (a) Coordinate priority goals of Governance Services, preparing terpots and analyses for all matters relating to Audits and management reviews; (b) Research, evaluate and make recommendations on operational issues, monitor the progress and expedi- completion of orgoing 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 (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 and follow up with relevant stakeholders to ensure timely the handled and ensure appropriate follow-up, as directed; (f) Coordinate the Department formed on all matters requiring their attention, assist in formulating options as to how matters relation of Organization-wide synergies; (h) Organize and consolidation of efforts and creation of Organization-wide ad nonsolidated; (i) Coordinate the Department's contribution to meetings, steering committees, and other corporate activities ensuring timeliness and high quality of input; (i) Coordinate the Department's contribution to meetings, steering committees, and other corporate activities ensuring timeliness and high quality of input; (i) Condinate the Department's contribution to meetings, steering committees, and other corporate activities ensuring timeliness and high quality of input; (i) Condinate the Department's contribution to meetings, steering committees, and other corporate activities ensuring timeliness and high quality of input; (i) Condinate the Department's contribution to meetings, steering com	DUTIES AND RESPONSIBILITIES			QUALIFICATIONS		
	Department, the incumber (a) Coordinate priority goa reports and analyses for a management reviews; (b) Research, evaluate an operational issues, monito completion of ongoing pro- related substantive corres on matters relating to the department; (c) Analyse existing busin a view to streamlining and changes to facilitate the d (d) Contribute to achieving processes of the various s (e) Monitor and track prog Department and follow up timely implementation. Pro- Department management (f) Keep the GS managem their attention, assist in fo might be handled and ensi- (g) Work in regular and cho other Departments to ensi- creation of Organization-w policies or procedures to b (i) Coordinate the Departri- steering committees, and timeliness and high quality (j) Ensure that the substan- provided into the work of of (k) Monitor Department's indicators, prepare statisti- mitigating actions to be ur	nt will perform als of Governa all matters rela- nd make recor- por the progress ojects, draft po- pondence an overall function else processe d optimization elivery of the g further effici sections of the gress of major with relevant epare regular on projects a nent informed rmulating opt sure appropria ose collabora ure consolida vide synergies briefings or tu- ide action; dr be analysed a nent's contrib other corpora y of input; ntive input of other Departin adherence to ics, analyse tr indertaken by	 an the following duties: ance Services, preparing ating to Audits and mmendations on is and expedite oblicy statements and d liaise with senior staff oning of the GS s in the Department with and propose appropriate Department's mandate; encies in the work e Department; r ongoing activities in the stakeholders to ensure updates to the and other activities; on all matters requiring ions as to how matters ate follow-up, as directed; tion with counterparts in tion of efforts and s; rainings on topics that aft proposals for new and consolidated; ution to meetings, ate activities ensuring the Department is nents; key performance rends and recommend the Director; 	Master's degree or equivalent in administration, social or political relations, economics, law, or rela <i>Experience</i> A minimum of five years of comb progressively responsible experi human resources, governance n <i>Other requirements</i> Ability to plan, organize and mar supervision. Ability to draft clear items, reports, documents and c judgement, initiative and creativi communication and interpersona Microsoft Office applications. Ab environment and to foster divers <i>Languages</i> Excellent knowledge of English (required. Knowledge of other off Organization would be an advan	sciences, international ated area. bined national and international ence in administration, finance, nanagement or related field. hage the work with minimum and succinct communication orrespondence. Maturity of ty. Excellent analytical, al skills. Excellent knowledge of ility to work in a multicultural ity and team spirit. (both oral and written) is icial languages of the tage.	

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