



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: 2272
DEADLINE FOR APPLICATION: 6 December 2023

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Procurement Officer	P2	Geneva, Switzerland	To be determined	Variable (depending on needs of Department/Division) 18 months

ORGANIZATIONAL UNIT Procurement and Contract Management (PCM) Section 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 of the Chief, Procurement and Contract Management (PCM) Section, the incumbent will perform the following duties: (a) Plan procurement actions to procure a variety of goods and services of a general nature; (b) Review and analyse technical specifications to ensure completeness, accuracy and competitive qualities, and identify optional courses of action; (c) Assist staff in matters regarding procurement policies and procedures, technical specifications, pricing and product/service availability, as well as appropriate substitutes or alternative options to reduce costs; (d) Encourage the use of sustainable considerations in the ToR by providing internal clients with relevant guidance; (e) Solicit and evaluate bids/proposals/quotations to ensure overall competitiveness, quality, and conformity to specified requirements, as assigned by the Chief, Procurement and Contract Management Section; (f) Compile and present procurement data; prepare all relevant supporting documents and recommend approval of the contract or purchase order; may authorize purchases in line with delegated authority, and, in cases where the amount exceeds authorized signature authority, prepare submissions to the Contracts Committee for review and subsequent approval by the authorized official; (g) Conduct market and supplier research; (h) Prepare a variety of reports, correspondence, and documents (e.g. purchase orders, contracts and amendments) on procurement-related matters; (i) Prepare Note to File (NFT) for waiver requests and review and clear inter-office memoranda from clients; (j) Contribute, as the prime contact person, to developing and deploying procurement dashboards in line with established key performance indicators (KPIs) for compliance reviews and related monitoring; (k) Organize and maintain relevant sections of the Procurement Page of WMO Intranet page to facilitate easy access for clients to services and to a knowledge platform; (l) Proactively collaborate with Project Managers with a view to	QUALIFICATIONS Education Advance university (Master's) degree in Business administration, Law, Economics, Procurement or Logistics. UNDP CIPS Level 2 certificate or equivalent recognized qualification in procurement and/or supply chain management is an asset. Experience A minimum of three (3) years of professional experience preferably in the areas of procurement and supply chain management. Professional experience in the fields of public/UN procurement policies, rules and regulations is desirable. Languages Excellent knowledge of English (both oral and written). Knowledge of the French language would be an advantage. (Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)
---	--

set up, amend or extend Long-Term Agreements;

(m) Performs other work-related duties as assigned.

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 has a fixed term of 18 months. Before the end of the term, an evaluation will be undertaken in light of the implementation of a new ERP system. As such, there should be no expectation of a continuation of this position beyond the original 18 months term.

SALARY AND ALLOWANCES

Annual net base salary on initial appointment is: US\$ 50377

Annual post adjustment on initial salary is: US\$ 40805 (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: 6 November 2023