



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water
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VACANCY NOTICE NO: 2189
DEADLINE FOR APPLICATION: 14 June 2022

| POST | GRADE | DUTY STATION | COMMENCEMENT OF DUTY | NATURE OF APPOINTMENT |
|--|-------|---------------------|--|-----------------------|
| Programme Officer | P4 | Geneva, Switzerland | To be determined | Fixed-term - 2 years |
| ORGANIZATIONAL UNIT Disaster Risk Reduction and Public Services (DPS) Branch 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 and guidance of the Director, Disaster Risk Reduction and Public Services Branch, the incumbent will perform the following duties: (a) Leads the development, implementation, and evaluation of assigned programmes/projects activities associated with WMO's engagement in the recently formed WMO/UNDRR COE, in good cooperation with UNDRR counterparts; (b) Researches, analyses and presents information gathered from COE members/partners and supports the development of COE publications and reports; (c) Coordinates policy development, including the review and analysis of disaster- and climate-related issues and trends, preparation of evaluations or other research activities and studies; (d) Organizes and prepares written outputs, e.g., draft background papers, analysis, sections of reports and studies, inputs to publications, etc.; (e) Provides substantive support to consultative and other meetings, conferences, proposing agenda topics, identifying participants, preparation of documents and presentations; (f) Supports and coordinates outreach activities related to the Centre of Excellence; conducts training workshops, seminars, and other meetings; makes presentations on assigned topics/activities; (g) Coordinates activities related to project funding (programme/project preparation and submissions, progress reports, and financial statements) and prepares related documents/reports (pledging, work programme, programme budget, etc.); (h) Keeps the Regional Offices informed about the Centre of Excellence Road Map implementation and its deliverables; (i) Ensures coordination and communication across organizational boundaries, especially with regards to the Cabinet Office of the Secretary-General; (j) Carries out other relevant duties as required. | | | QUALIFICATIONS Education Master's degree or equivalent in meteorology, climatology, hydrology or a discipline relevant to disaster risk management. Experience A minimum of seven years of progressively responsible experience in meteorology, climatology, hydrology, or a discipline relevant to disaster risk management, and programme management, including capacity building activities. Other requirements Understanding of the United Nations system and WMO Programme and activities would be an advantage. Proven ability to support in the development of projects and attract funds for their implementation. Sense of responsibility, maturity of judgement and enthusiasm. Ability to work independently and in a team. Ability to express ideas convincingly and concisely, both orally and in writing. Solid project management skills. Excellent knowledge of Microsoft Office applications. Perfect adherence to the United Nations values and the WMO Code of Ethics. 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\$ 75602

Annual post adjustment on initial salary is: US\$ 61238 (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: 17 May 2022