



**World Meteorological Organization**  
**Organisation météorologique mondiale**

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Weather • Climate • Water  
 Temps • Climat • Eau

**VACANCY NOTICE NO: 2211**  
**DEADLINE FOR APPLICATION: 12 September 2022**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Programme Officer	P4	Geneva, Switzerland	To be determined	Fixed-term - 2 years
<b>ORGANIZATIONAL UNIT</b>		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.		
Technical Coordination and GFCS (TCG) Support Unit Services Department				
<b>DUTIES AND RESPONSIBILITIES</b>		<b>QUALIFICATIONS</b>		
<p>Under the supervision and guidance of the Head of the Technical Coordination and GFCS (H/TCG) Support Unit, the incumbent will perform the following duties:</p> <p>(a) Leads the development, implementation and evaluation of assigned programmes (including portfolios of projects); monitors and analyzes programme development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and implements corrective actions; liaises with relevant parties; identifies and tracks follow-up actions;</p> <p>(b) Coordinates deployment of experts and consultants, and leverages the institutional and technical resources of partners as needed, in furtherance of the achievement of programme objectives;</p> <p>(c) Plans, facilitates/coordinates and consolidates evidence-based analyses drawing upon data, research/literature, trends, practices/models, experience, challenges and opportunities to inform programme implementation;</p> <p>(d) Provides substantive advice and proposes policy options/interventions/recommendations on innovative approaches, recent research and trends to WMO Secretariat colleagues, WMO management/leadership, and relevant partners to accelerate progress towards the achievement of programmatic objectives and goals;</p> <p>(e) Coordinates knowledge generation, knowledge management and capacity development activities relevant for the assigned programmatic areas;</p> <p>(f) Undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions;</p> <p>(g) Leads preparation of, or contributes to, various written outputs, as draft background papers, analysis, sections of reports and studies, inputs to publications;</p> <p>(h) Provides substantive support to governance, consultative and other meetings, conferences, to include proposing agenda topics, identifying participants, preparation of documents and presentations;</p> <p>(i) Leads or undertakes programme related outreach activities; conducts training workshops, seminars, makes presentations on assigned topics/activities;</p> <p>(j) Participates in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries;</p>		<p><b>Education</b>            Master's degree or equivalent in natural sciences, meteorology, climatology or a related field.</p> <p><b>Experience</b>            A minimum of seven years of progressively responsible experience in programme management in the climate domain. Experience with WMO project management processes, and with developing capacities of regional climate centers (RCCs) and national meteorological and hydrological services (NMHSs) in the Africa Caribbean Pacific (ACP) region is an advantage.</p> <p><b>Other requirements</b>            Understanding of the challenges related to implementing decision support services for improving outcomes in sectors sensitive to weather, water, and climate, co-identification and co-development of tailored decision support products with users, and/or Early Warning Systems (EWS) at sub-regional level. Ability to work in a multicultural environment and to foster diversity and team spirit.</p> <p><b>Languages</b>            Excellent knowledge of English (both oral and written). Knowledge of other official languages of the Organization would be an advantage.</p> <p>(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)</p>		

(k) Coordinates activities related to budget and funding (programme preparation and submissions, progress reports, financial statements) and prepares related documents/reports (pledging, work programme, programme budget);

(l) Coordinates workflows within and across departments, including to ensure smooth functioning of administrative processes;

(m) Carry out other relevant duties as required.

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\$ 50427 (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 August 2022**