



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
 Temps • Climat • Eau

VACANCY NOTICE NO: 2185
DEADLINE FOR APPLICATION: 31 May 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Project Officer	P3	Geneva, Switzerland	To be determined	Fixed-term - 2 years
ORGANIZATIONAL UNIT		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.		
<p>Technical Coordination and GFCS Support (TCG) Unit, Climate Services (CS) Branch Services Department</p>				
DUTIES AND RESPONSIBILITIES		QUALIFICATIONS		
<p>Under the overall supervision of the Head, Technical Coordination and GFCS Support Unit, and in close cooperation with the Senior Scientific Officer, Climate Services Branch, the incumbent will perform the following duties:</p> <p>(a) In cooperation with relevant colleagues, leading the process of developing and mobilizing resources;</p> <p>(b) Planning of detailed actions according to annual project work plans, including monthly targets and deliverables as well as annual spending targets, in accordance with the project description;</p> <p>(c) Management and supervision of project implementation and evaluation across all components. Assurance of successful completion of the project in accordance with the stated outcomes and performance indicators summarized in the Project Results Framework;</p> <p>(d) Regular communication and coordination with relevant partners, and all interested stakeholders, regarding project activities;</p> <p>(e) Regular communication with senior WMO management about all project activities;</p> <p>(f) Implementation coordination with other WMO projects and broad strategic initiatives, such as projects and programmes of the Green Climate Fund (GCF) and other climate finance mechanisms, the UNFCCC UN4NAPs programme and the Climate Risk and Early Warning Systems (CREWS) initiative;</p> <p>(g) Preparation of Annual Work Plans, including monthly targets and deliverables as well as annual spending targets in accordance with the Project Document. Tracking of work outputs throughout the year in light of these Annual Work Plans;</p> <p>(h) Tracking and managing of project spending in accordance with the project budget, as well as WMO rules and procedures, to ensure transparency, responsibility, and timely fulfilment of both program targets and budget targets;</p> <p>(i) Preparation and submission of annual Project Implementation Reviews and other required progress reports in accordance with applicable requirements, in all required languages;</p> <p>(j) Development and execution of agreements with entities engaged in implementation of the project;</p> <p>(k) Supervision of regular data collection and analysis, as well as reporting and, if applicable, public outreach;</p> <p>(l) Provision of support during the project evaluations;</p>		<p>Education Master's degree or equivalent in natural sciences, meteorology, climatology or a related field.</p> <p>Experience A minimum of five years of progressively responsible experience in project or programme management in the climate domain.</p> <p>Other requirements Understanding of climate finance mechanisms and processes, and challenges related to implementing climate services, early warning systems and the Global Framework for Climate Services (GFCS) are desirable. Ability to develop, implement, monitor and evaluate assigned programmes and projects. 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. Understanding of the United Nations, including WMO programmes and activities and international organization processes would be an advantage. Ability to work in a multicultural environment and to foster diversity and team spirit.</p> <p>Languages 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>		

(m) Monitor events as determined in the Monitoring and Communication Plan, and update the plan as required;

(n) Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;

(o) 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\$ 62692

Annual post adjustment on initial salary is: US\$ 46831 (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: 3 May 2022