



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water
Temps • Climat • Eau

VACANCY NOTICE NO: 2192
DEADLINE FOR APPLICATION: 16 June 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 Technical Coordination and GFCS Support (TCG) Unit 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 Head of the Technical Coordination and GFCS Support (TCG) Unit, the Project Officer provides support to project management. The Project Officer's prime responsibility is to ensure that the projects produce the results specified in the project documents, to the required standard of quality and within the specified constraints of time and cost. The incumbent will perform the following duties: (a) Cooperation with relevant colleagues, developing and mobilizing resources for new projects in the areas of Project Officer's expertise; (b) Planning of detailed actions according to annual work plans of the project, specifically related to development of climate services, user interface platforms (UIPs) and early warning systems (EWS); (c) Management and supervision of project implementation and evaluation across components. Assurance of successful completion of the project in accordance with the stated outcomes and performance indicators summarized in the Project Results Framework; (d) Regular communication and coordination with relevant partners, and all interested stakeholders, regarding all project activities; (e) Regular communication with senior WMO management about all project activities; Assurance of coordination with other WMO projects and broad strategic initiatives; (f) 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; (g) 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; (h) Preparation and submission of annual Project Implementation Reviews and other required progress reports in accordance with applicable requirements, in all required languages; (i) Coordination of the work of international and national consultants engaged in the project; (j) Supervision of regular data collection and analysis, as well as reporting and, if applicable, public outreach;			QUALIFICATIONS Education Master's degree or equivalent in natural sciences, meteorology, climatology or a relevant field. Experience A minimum of five years of national and international progressively responsible experience in project or programme management in the climate domain. Other requirements Understanding of challenges related to implementing the Global Framework for Climate Services (GFCS), User Interface Platforms (UIP) or Early Warning Systems (EWS) at sub-regional level would be a plus. 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.)	

<p>(k) Provision of support during the project evaluations;</p> <p>(l) Monitor events as determined in the Monitoring & Communication Plan and update the plan as required; and</p> <p>(m) Carry out other relevant duties as required.</p>	
<p>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.</p>	
<p>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.</p>	
<p>SALARY AND ALLOWANCES</p> <p>Annual net base salary on initial appointment is: US\$ 62692</p> <p>Annual post adjustment on initial salary is: US\$ 50781 (in addition to the net base salary)</p>	
<p>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.</p>	
<p>Date of issue of vacancy notice: 19 May 2022</p>	
<p>This vacancy is shown for viewing only. Please follow instructions within the announcement if it is open for application.</p>	