



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
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VACANCY NOTICE NO: 2223
DEADLINE FOR APPLICATION: 27 December 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Project Officer	P3	Geneva, Switzerland	To be determined	Fixed-term - 1 year
ORGANIZATIONAL UNIT Project Management and Implementation Unit (PMIU) Member Services and Development 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 Project Management and Implementation Unit (PMIU), the Project Officer will support with the planning and delivery of WMO projects in in close collaboration with relevant departments, Members and partner organizations. 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) Manage the planning of projects' activities (work plans with delivery and expenditure targets) in accordance with the stated resources, outcomes and performance indicators summarized in the project documents. Monitor project deliverables and outputs accordingly; (b) Liaise with project technical focal points (identified by relevant departments) to ensure projects are implemented according to WMO technical standards and guidelines; (c) Organize Project Steering Committee meetings, and coordinate narrative and financial reports as required by WMO and donors; (d) Cooperate with relevant colleagues in developing projects and mobilizing resources for new projects; (e) Coordinate and participate in project missions at regional, national and sub-national levels as appropriate; (f) Support the development of relevant communications materials and communicate with other project teams, WMO management and partners to ensure alignment of projects' activities with broader strategic initiatives; (g) Track and manage project expenditures 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) Track and manage project risks, identify emerging risks, address project delays, propose and implement mitigation measures as needed; (i) Prepare relevant documentation for the WMO Project Management Board; (j) Coordinate the work of consultants engaged in the projects, with support from relevant technical units; (k) Carry out other relevant duties as required.			QUALIFICATIONS Education Master's degree or equivalent in natural sciences, meteorology, climatology, international relations/international development, or a closely related field. Experience A minimum of five years of combined national and international progressively responsible experience in project or programme management. Experience in the administration of financial resources. Other requirements Understanding of challenges related to the development and implementation of projects particularly in Least Developed Countries (LDCs), Small Island Developing States (SIDS) and Developing countries. Excellent communicator and facilitator. 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\$ 62692

Annual post adjustment on initial salary is: US\$ 47395 (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: 29 November 2022