



World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat  
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Weather • Climate • Water  
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**VACANCY NOTICE NO: 2225**  
**DEADLINE FOR APPLICATION: 16 February 2023**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Senior Human Resources 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.	
Human Resources Section (HRS), Legal Counsel and Administration (LCA) Governance Services Department				
<b>DUTIES AND RESPONSIBILITIES</b>			<b>QUALIFICATIONS</b>	
<p>This position is located in the Human Resource Section of the LCA Division in the Governance Services Department of WMO. The functions of the job encompass the entirety of the Human Resources process such as recruitment, administration of entitlements, human resources planning, and staff development and career support. The Senior Human Resources Officer reports to the Chief of the Section. Under the supervision of the Chief HRS, the Human Resources Officer will be responsible for the following duties:</p> <p><b>General</b></p> <ul style="list-style-type: none"> <li>- Supports the development and implementation of new human resources practices and procedures to meet the evolving needs of the WMO.</li> <li>- Monitors and ensures the implementation of human resources policies, practices and procedures.</li> <li>- Keeps abreast of developments in various areas of human resources and proposes approaches based on the introduction of technology and innovation.</li> <li>- Prepares reports, statistics, and briefing material and participates or leads special human resources project.</li> <li>- Deputizes for the Chief in his/her absence.</li> </ul> <p><b>Recruitment and placement</b></p> <ul style="list-style-type: none"> <li>- Projects and monitors vacant posts in the Secretariat and ensures adherence to policies and procedures in recruitment processes.</li> <li>- Develops innovative and effective approaches to enhance WMO's activities in outreach and recruitment campaigns to target candidates with WMO-specific profiles.</li> <li>- Supports hiring managers in the preparation of vacancy announcements and reviews short-lists to ensure adherence with selection policies.</li> <li>- Provides advice and guidance to hiring managers during the selection process.</li> <li>- Serves as ex-officio or secretary to selection panels.</li> <li>- Prepares job offers for successful candidates.</li> </ul> <p><b>Administration of entitlements</b></p> <ul style="list-style-type: none"> <li>- Advises the Chief on the development, modification and implementation of policies and practices on entitlements.</li> <li>- Provides substantive advice to the Chief in the development of innovative and effective HR policy approaches to ensure that WMO remains an employer of choice for targeted candidates.</li> <li>- Provides advice to Management and staff on interpretation and application of policies, regulations and rules as well as on exceptions.</li> </ul> <p><b>Staff development and career support</b></p> <ul style="list-style-type: none"> <li>- Evaluates effectiveness and impact of staff development and career support programmes and recommends ways to enhance effectiveness and impact.</li> </ul>			<p><b>Education</b> Master's degree or equivalent in human resources management, business or public administration, social sciences, education or related field. A first-level university degree in combination with qualifying professional experience may be accepted in lieu of the advanced university degree.</p> <p><b>Experience</b> A minimum of seven years of national and/or international progressively responsible experience in human resources management, administration or related area.</p> <p><b>Other requirements</b> Excellent communication, coordination, negotiation and persuasion techniques. Strong sense of confidentiality. Maturity of judgment, sense of responsibility, initiative, ability to plan, organize and direct all aspect of human resources work. Ability to propose solutions to unusual human resources situations. Working knowledge of an ERP system, automated human resources systems as well as of Microsoft Office applications. Good proven ability to draft documents and reports. Ability to work in a multicultural environment and to foster diversity and team spirit.</p> <p><b>Languages</b> Fluency in English (both oral and written) and working knowledge of French. Knowledge of other official languages of the Organization would be an asset.</p> <p>(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)</p>	

- Provides advice to staff on mobility and career development to staff at all levels in all categories.
- Provides performance management advice to staff and Management. Assists supervisors and staff with understanding and using the performance appraisal system (PAS).
- Assesses training needs, identifies, designs and delivers training programmes to staff at all levels throughout the Organization.

**Other duties**

- Advises and counsels staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements.
- Participates actively in the development and implementation of WMO's ERP-related initiatives.
- Monitors staff welfare and identifies/proposes appropriate programmes and remedial action.
- Monitors, advises and acts on disciplinary matters in accordance with established policies and procedures. Mediates conflict, grievance and harassment cases.
- Prepares classification analysis of jobs in Professional and General Service and related categories.
- 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\$ 56853 (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: 19 January 2023**