



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
 7 bis, avenue de la Paix – Case postale 2300 – CH 1211 Genève 2 – Suisse
 Tél.: +41 (0) 22 730 81 11 – Fax: +41 (0) 22 730 81 81
 wmo@wmo.int – www.wmo.int

Weather • Climate • Water
 Temps • Climat • Eau

VACANCY NOTICE NO: 2279
DEADLINE FOR APPLICATION: 18 January 2024

| POST | GRADE | DUTY STATION | COMMENCEMENT OF DUTY | NATURE OF APPOINTMENT |
|-----------------------------|-------|---------------------|----------------------|-----------------------|
| Assistant Programme Officer | P1 | Geneva, Switzerland | To be determined | Fixed-term - 2 years |

| | |
|---|--|
| ORGANIZATIONAL UNIT The Systematic Observations Financing Facility (SOFF) Secretariat Infrastructure 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 overall supervision of the SOFF Programme Management Officer, the incumbent will perform the following duties: 1) Support the operations team in coordinating, monitoring and supporting the operational partners in the implementation of the SOFF Readiness and Investment activities to ensure quality delivery; 2) Support the review and quality assurance of SOFF Readiness and Investment Funding requests; 3) Liaise with the WMO Technical Authority to support and track the screening of the Readiness outputs; 4) Maintain and continuously update the SOFF operations database and monitor implementation progress; 5) Analyse data related to SOFF operations and other types of relevant data as needed; 6) Assist in the preparation of operational documents, and presentations providing data analysis and visualization; 7) Carry out other duties, as required. | QUALIFICATIONS Education Master's degree or equivalent in Meteorology, Atmospheric Science, Environmental Science, Engineering, or a closely related field. A bachelor's degree in conjunction with relevant work experience is acceptable. Experience Interest related to meteorology, climate change, environmental science showing detailed understanding and excellent capacity to conduct research and analysis on scientific, economic, social, and political dimensions of climate change. Knowledge of data collection systems and proficient in Microsoft Excel. Other requirements Sense of integrity, responsibility, maturity of judgement, initiative and creativity. Excellent analytical, data management, communication, presentation and interpersonal skills. Proven experience to analyze and interpret data. 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\$ 39401 Annual post adjustment on initial salary is: US\$ 33609 (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: 21 December 2023