



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
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VACANCY NOTICE NO: 2280
DEADLINE FOR APPLICATION: 19 January 2024

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Associate Programme Officer	P2	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.
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DUTIES AND RESPONSIBILITIES Under the overall supervision of the SOFF Programme Officer, the incumbent will perform the following duties: 1) Assist the SOFF operations team in facilitating SOFF operations activities, with a focus on providing direct support to the operational partners; 2) Support the communication with and provides guidance to SOFF peer advisors and SOFF beneficiary countries in the preparation of SOFF Readiness Funding Requests; 3) Facilitate cooperation between SOFF peer advisors and SOFF Implementing entities as countries move to the Investment Phase. Provide guidance and support for Implementing Entities in the formulation of Investment Funding Requests and explore opportunities for blending financing with ongoing projects and programmes; 4) Support the review and quality assurance of SOFF Investment Funding Requests and the review of project budgets; 5) Support the consultations with SOFF partners to capture lessons learned from the first SOFF implementation period; 6) Contribute to the update of the SOFF Operational Manual and SOFF Operational Handbook; 7) Complete other tasks as required.	QUALIFICATIONS Education Master's degree or equivalent in International Relations, Economics, Public Policy, Environment or Climate Policy or a closely related field. Experience A minimum of two years of combined national and/or international progressively responsible experience in developing and implementing business operation policies and projects and facilitating innovation in programme operations. A strong understanding of climate finance projects and procedures, proven experience with project design and implementation is a advantage. Other requirements High sense of integrity, responsibility, and maturity of judgment; ability to work autonomously; good level of initiative and creativity; demonstrated ability to plan, organize and manage multiple workloads; ability to draft reports, and position papers clearly and succinctly in English. 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.)
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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\$ 50377 Annual post adjustment on initial salary is: US\$ 42972 (in addition to the net base salary)
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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