

VACANCY NOTICE NO: 2226
DEADLINE FOR APPLICATION: 6 March 2023
27 day(s) until closing deadline - Currently accepting applications

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Project Officer (Integrated energy services)	P3	Geneva, Switzerland	To be determined	Fixed-term - 1 year

ORGANIZATIONAL UNIT

Applied Climate Science (ACS) Division, Climate Services (CS) Branch
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 of the Head, Applied Climate Science (ACS) Division and the Director, Climate Services (CS) Branch, the incumbent will perform the following duties:

- (a) Provide integrated energy services with regards to climate and weather applications to the energy sector;
- (b) Cooperate with relevant colleagues, leading the process of developing and mobilizing resources for new projects in the area of integrated energy services and related services;
- (c) Plan detailed actions according to annual work plans of the projects;
- (d) Manage and supervise the project implementation and evaluation across all components. Ensure the successful completion of the projects in accordance with the stated outcomes and performance indicators summarized in the Project Results Framework;
- (e) Regular communication and coordination with relevant partners, and all interested stakeholders, regarding all project activities;
- (f) Regular communication with senior WMO management about all project activities. Ensure the coordination with other WMO projects and broad strategic initiatives;
- (g) Prepare the Annual Work Plans, including monthly targets and deliverables as well as annual spending targets in accordance with the Projects Documents. Track the work outputs throughout the year in light of these Annual Work Plans;
- (h) Track and manage the projects spending in accordance with the projects budget, as well as WMO rules and procedures, to ensure transparency, responsibility, and timely fulfilment of both programme targets and budget targets;
- (i) Prepare and submit an annual Project Implementation Reviews and other required progress reports in accordance with applicable requirements, in all required languages;
- (j) If applicable, coordinate the work of international and national consultants engaged in the project;
- (k) Supervise the regular data collection and analysis, as well as reporting and, if applicable, public outreach;
- (l) Provide support during the project evaluations;
- (m) Monitor events as determined in the Monitoring & Communication Plan, and update the plan as required;
- (n) Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- (o) Carry out other relevant duties as required.

QUALIFICATIONS

Education

Master's degree or equivalent in environmental management, meteorology, climatology, international development or a closely related field.

Experience

A minimum of five years of progressively responsible experience in project or programme management, administration or related area.

Other requirements

Good understanding of WMO programmes and activities, including those of international organizations and partners with WMO. Experience with other United Nations organizations and International Finance Institutions. Good planning and managerial skills. Demonstrated team leadership, responsibility, maturity of judgement and own initiative. Excellent qualitative and quantitative skills in communication, analysis, synthesis and computing. Proven interpersonal and communication skills. Proven ability to draft and review documentation. 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\$ 47144 (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.

THIS IS AN EXTRABUDGETARY POST.

Date of issue of vacancy notice: 6 February 2023

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VACANCY NOTICE NO: 2227
DEADLINE FOR APPLICATION: 6 March 2023
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POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Programme Officer (Extreme heat)	P3	Geneva, Switzerland	To be determined	Fixed-term - 2 years

ORGANIZATIONAL UNIT

Global Heat Health Information Network Technical Support (GHHIN-TSU) Unit , Applied Climate Science (ACS) Division Services Department

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DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Director of the Services Department (D/S) and the direct supervision of the Project Officer, Climate and Health Joint Office, the incumbent will perform the following duties:

- (a) Day to day management of the TSU, including coordination between key staff and consultants including the WHO/WMO Joint Office Lead, Regional Activities Coordinator, Communications Consultant, WHO regional offices, WHO HQ, other WMO staff;
- (b) Elaborate and oversee the Network detailed work plan, defining with precision the activities of each Partner within each task and identifying the involved entities;
- (c) Supervise the project deliverables, progress milestones, planning and reporting;
- (d) Risk analysis and management plan throughout the project;
- (e) Continuous monitoring of Partners' achievements and challenges;
- (f) Coordinate and review the work and deliverables performed by subcontractors and partners;
- (g) Prepare, organize and draft minutes of Management Committee meetings;
- (h) Prepare, organize and draft minutes of project kick-off and periodic meetings;
- (i) Handle the project correspondence and partnerships;
- (j) Support the preparation of terms of reference, recruitment, contractual agreements, and progress and financial reporting;
- (k) Support the network Partners upon request;
- (l) Ensure that the related websites are maintained up-to-date;
- (m) Carry out other relevant duties as required.

QUALIFICATIONS

Education

Master's degree or equivalent in public health, environmental science, meteorology, or a closely related field relevant to climate and health applications. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Formal qualification or equivalent experience in scientific communication, knowledge brokering and stakeholder engagement.

Experience

A minimum of five years of progressively responsible experience in project or programme management and coordination in public health, disaster management, humanitarian programmes or research. Working experience in a local or national government, such as the National Health System/Service, or National Meteorological Service would be an advantage.

Other requirements

Knowledge of early warning systems, and the production and application of climate and related weather, water and environmental information and services in the health sector. Ability to develop, implement, monitor and evaluate assigned programmes and projects. Knowledge of the United Nations system would be an advantage. Ability to write reports, documents and correspondence as well as ability plan, organize and manage the work with minimum supervision. Maturity of judgement, initiative and creativity. Excellent analytical, communication, and interpersonal skills. Good working knowledge of Microsoft Office applications. 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.

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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\$ 47144 (in addition to the net base salary)

Additional Information:

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VACANCY NOTICE NO: 2228
DEADLINE FOR APPLICATION: 8 March 2023
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POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Scientific Officer	P3	Geneva, Switzerland	To be determined	Fixed-term - 2 years

ORGANIZATIONAL UNIT

Hydrological and Water Resources Services (HWR) Division, Hydrology, Water Resources and Cryosphere (HWC) Branch 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 overall guidance of the Director, Services Department (D/S), the Branch Director, Hydrology, Water and Cryosphere Branch (D/HWC) and the direct supervision of the Head, Hydrological and Water Resources Services Division (H/HWR), the incumbent will perform the following duties:

(a) Contribute to the implementation of the WMO Vision and Strategy for Hydrology and its associated Plan of Action, supporting the relevant WMO Focal points for all work pertaining to: the Hydrological Coordination Panel (HCP); the Standing Committee on Hydrological Services (SC-HYD); the Joint Expert Team on Hydrological Monitoring (JET-HYDMON); and hydrological activities under Regional Associations (RAs);

(b) Provide training and technical support for the Meteorology, Climatology, Hydrology (MCH) database management system and keep MCH User Community platform up to date ;

(c) Support the Scientific Officer responsible for Capacity Building in hydrology and water resources, assisting in the development of e-learning activities and communities of practice;

(d) Organize and deliver training seminars/workshops for national experts addressing data and variables issues, with particular focus (but not limited to) hydrological data;

(e) Provide assistance with the design of online questionnaires for Services Commission and Hydrological Assembly activities, the uploading of responses from WMO members and the design of databases for the analysis of responses;

(f) Draft inputs for technical papers and analytical studies on hydrological, climatological and meteorological variables and indicators and their use;

(g) Coordinate structure and modalities of community webpages under SERCOM (for different Standing Committees and Study Group) acting as main focal point between S Department and the Strategic Communications Unit under CSG on web-related issues. Assume specific management responsibility for the SC-HYD community page; coordinate and supervise the website management of WMO/GWP joint activities such as APFM and IDMP; under overall coordination of the Director, HWC Branch, supervise the management and maintenance of the HCP community webpage, of JET-HYDMON community page and of the different web pages related to hydrological issues in Ras;

(h) Carry out other relevant duties as required.

QUALIFICATIONS

Education

Master's degree or equivalent in operational hydrology, hydrogeology, environmental sciences or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience

A minimum of five years of progressively responsible experience in projects or programmes related to hydrology, climatology, data management and applications issues.

Other requirements

Understanding of Programmes and activities of WMO and other International Organizations as well as experience with engaging in WMO bodies would be an advantage. 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; competence in Microsoft Office. Demonstrated public speaking and coaching ability. Adherence to UN values and WMO code of ethics. 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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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\$ 47144 (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.

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POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
External Relations and Liaison Support Officer	P4	Geneva, Switzerland	To be determined	Fixed-term - 2 years

ORGANIZATIONAL UNIT Secretariat of the Intergovernmental Panel on Climate Change	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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<p>DUTIES AND RESPONSIBILITIES</p> <p>Under the supervision of the Secretary of the Intergovernmental Panel on Climate Change (IPCC), the incumbent will perform the following duties:</p> <p>(a) Contribute to the preparation of internal and external communications products including briefing notes, speeches, talking points for the IPCC Secretariat's leadership and the Chair, in support of their engagement in external events, workshops, meetings or conferences;</p> <p>(b) Assist the IPCC Secretariat leadership in the development of a strategy for engagement with IPCC Focal Points and other stakeholders and identify of most effective modalities for engaging with them with the view to ensure their feedback is taken into account;</p> <p>(c) Liaise with different stakeholders in planning and coordination of IPCC activities, meetings and other events and development of the related documentation;</p> <p>(d) Contribute to the preparation of various draft concept notes, briefing notes, background papers, minutes and conclusions for the ExCom;</p> <p>(e) Provides substantive support to Secretariat's government liaison function, for consultative and other meetings, conferences, including proposing agenda topics, identifying participants, preparation of documents and presentations;</p> <p>(f) Provides substantive support to communications with member governments and observer organizations overseeing the flow of correspondence addressed to and originating from the Secretary, and ensures the necessary follow-up;</p> <p>(g) Organizes briefing and familiarization sessions and ensures the briefing documents are kept up to date;</p> <p>(h) Assists with coordination of bilateral meetings by preparing briefings, arranging and participating in meetings as required;</p> <p>(i) Assist with procurement activities related to publications and translations as well as similar activities;</p> <p>(j) Carry out other relevant duties as required.</p>	<p>QUALIFICATIONS</p> <p>Education Master's degree or equivalent in international relations, international law, political science or a closely related field.</p> <p>Experience A minimum of seven years of progressively responsible experience in international relations, communications, partnership building or related field is required. Experience in preparing and coordinating intergovernmental sessions involving various stakeholders and relevant documents.</p> <p>Other requirements Understanding of the IPCC processes and procedures is desirable, including work experience with stakeholders from member governments. Working knowledge of the United Nations or a similar international organization is desirable. Demonstrated ability in planning and coordinating conferences, regional outreach events and bilateral meetings. Demonstrated ability to plan, organize and manage multiple workloads with minimum supervision. Excellent organizational, communication and interpersonal skills. Ability to work in a multicultural environment and to foster diversity and team spirit.</p> <p>Languages Excellent knowledge of English (both oral and written). Knowledge of other official languages of the Organization would be an advantage.</p> <p>(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)</p>
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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:

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