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भारत सरकार / Government of India
पृथ्वी विज्ञान मंत्रालय / Ministry of Earth Sciences
भारत मौसम विज्ञान विभाग / India Meteorological Department
मौसम विज्ञान के महानिदेशक का कार्यालय / Office of the Director General of Meteorology
मौसम भवन, लोदी रोड / Mausam Bhavan, Lodi Road
नई दिल्ली-110003 (भारत) / New Delhi - 110003 (India)

Dated : 17.04.2023

Circular

Subject : WMO Vacancy Notice No. 2236: Operations Officer (Programme and contract management)

The details regarding the above vacancy are available on WMO e-recruitment. To access the vacancy Notice No. 2236, click on the following link:

[http:// erecruit.wmo.int/public/](http://erecruit.wmo.int/public/)

WMO Vacancy Notice No. 2236 is attached herewith. Interested eligible officials may apply under intimation to the Organisation Division at:

Email: organisationsection@gmail.com

R.K. Giri
17/4/23

R.K. Giri
Sc.-F (Head Org.)
For DGM



World Meteorological Organization
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VACANCY NOTICE NO: 2236
DEADLINE FOR APPLICATION: 11 May 2023

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Operations Officer (Programme and contract management)	P4	Geneva, Switzerland	To be determined	Fixed-term - 2 years
ORGANIZATIONAL UNIT				
Conference Services (CNF) Section, Linguistic, Conference and Common Services (LCC) Division			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.	
Governance Services Department				
DUTIES AND RESPONSIBILITIES			QUALIFICATIONS	
<p>This position covers operational and programmatic responsibilities and contract management related to conferences and travel activities, as well as implementing, monitoring and evaluation of business functions.</p> <p>The ideal candidate will have excellent operational and communication skills, as well as the ability to work independently and as part of a team. He/she should also have a good understanding of programme and contract management, and the ability to manage multiple projects at once. The Operations Officer will be responsible for the day-to-day management of CNF operations and contracts, including overseeing the development of programme plans and budgets, monitoring progress, and ensuring that deadlines are met.</p> <p>Under the supervision and guidance of the Chief of the Conference and Travel Section, the incumbent will perform the following duties:</p> <p>(a) Be responsible for coordinating programme activities and ensuring compliance with contracts, including monitoring budgets, timelines, and deliverables;</p> <p>(b) Coordinate CNF operational activities with internal stakeholders, external partners and contractors;</p> <p>(c) Ensure compliance with contract requirements, including monitoring of contract performance, milestones, and reporting;</p> <p>(d) Develop and manage contract negotiations and contract administration and analyse project data and prepare reports for management;</p> <p>(e) Ensure effective and results-based resource allocation in the planning processes and cost efficiency in the delivery of outputs;</p> <p>(f) Identify potential gaps and risks with contractors/suppliers and recommend appropriate solutions to ensure the efficient implementation of programme activities;</p> <p>(g) Coordinate travel related activities;</p> <p>(h) Support the Chief in implementing the Section's mandate;</p> <p>(i) Organize and conduct briefings or trainings for other Departments on topics that require an Organization-wide action, and in particular those related to the planning, travel preparation, and travel processing; draft proposals for new policies or procedures to be analysed and consolidated;</p> <p>(j) Monitor the Section's adherence to key performance</p>			<p>Education Master's degree or equivalent in business or public administration, social or political sciences, international relations, economics, law, or related area.</p> <p>Experience A minimum of seven years of progressively responsible experience in administration, finance, human resources, project management or related field.</p> <p>Other requirements Excellent command of technologies and operating systems. Ability to manage competing deadlines. 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 proficiency) and a working knowledge of French. 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>	

indicators -prepare statistics, analyse trends and recommend mitigating actions to be undertaken by the Chief;

(k) Identify and evaluate opportunities for partnerships with external entities and contractors - public or private, Government or non-Government - in conceiving or organizing events or collaborations;

(l) Assign, plan, and direct work to be accomplished by the Section staff, adjust task priorities and prepare work schedules. Distribute tasks based on priorities, selective consideration of the difficulty and requirements of the assignment as well as the expected capabilities of the staff, ensuring that managerial and decisions are strategically and economically sound and appropriately focused on results and impact;

(m) Identify opportunities for improving operational efficiency by implementing new solutions and proposing emerging technologies;

(n) Provide effective support to the Chief by following up on the preparation and implementation of the work programme, ensuring that financial resources dedicated to meetings and travel activities are utilized in the most cost-effective manner;

(o) Deputize for the Chief of Conference and Travel Section;

(p) 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\$ 77326

Annual post adjustment on initial salary is: US\$ 61397 (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: 13 April 2023