

No. O-521/III/2022

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 रोड़ / Mausam Bhavan, Lodi Road  
नई दिल्ली-110003 (भारत) / New Delhi - 110003 (India)

Dated : 20.04.2023

**Circular**

Subject : WMO Vacancy Notice No. 2238: Programme Officer P3

The details regarding the above vacancy are available on WMO e-recruitment. To access the vacancy Notice No. 2238, click on the following link:

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

WMO Vacancy Notice No. 2238 is attached herewith. Interested eligible officials may apply under intimation to the Organisation Division at:

**Email: [organisationsection@gmail.com](mailto:organisationsection@gmail.com)**

*R.K. Giri*  
*20/4/23*

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



World Meteorological Organization  
Organisation météorologique mondiale

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**VACANCY NOTICE NO: 2238**  
**DEADLINE FOR APPLICATION: 17 May 2023**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Programme Officer	P3	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.		
Systematic Observations Financing Facility (SOFF) Infrastructure Department				
<b>DUTIES AND RESPONSIBILITIES</b>		<b>QUALIFICATIONS</b>		
<p>The Programme Officer reports to the SOFF Programme Management Officer, under the overall guidance of the Director of the SOFF Secretariat and works in close collaboration with the SOFF Secretariat team, WMO and multiple stakeholders. The incumbent will perform the following duties:</p> <p>(a) Coordinate the engagement with SOFF Implementing Entities (Multilateral Development Banks and UN organizations); guide them on how to access SOFF resources as well as on SOFF operational rules and procedures; receive and review reports from SOFF Implementing Entities; act as SOFF Secretariat focal point for SOFF Implementing Entities;</p> <p>(b) Facilitate the preparation and implementation of the SOFF investment phase, including review of SOFF funding requests from Implementing Entities for consideration of the SOFF Steering Committee; review the funding requests for consistency and coherence with the SOFF Operational Manual and the SOFF Operational Guidance Handbook before submission to the Steering Committee; facilitate and monitor implementation of SOFF investment phase activities, working closely with colleagues from the SOFF Secretariat, WMO Technical Authority, SOFF peer advisors (advanced National Meteorological and Hydrological Services) and the beneficiary countries;</p> <p>(c) Liaise with SOFF beneficiary countries related to the access to SOFF resources under the Investment Phase in collaboration and coordination with the SOFF Implementing Entities;</p> <p>(d) Support the delivery of SOFF peer advisory services in collaboration with peer advisors, beneficiary countries, Implementing Entities;</p> <p>(e) Liaise with SOFF Implementing Entities to capture lessons learned on SOFF implementation; compile lessons learnt and ensure their dissemination as well as reflection in SOFF operational guidance; contribute to SOFF monitoring and evaluation and the preparation of SOFF annual reports and portfolio monitoring and performance analysis;</p> <p>(f) Contribute to update of the SOFF Operational Manual and Operational guidance handbook, including feeding lessons learnt from the implementing entities, the private sector and the civil society engagement;</p> <p>(g) Lead engagement with private sector and civil society, including organizing discussions, presenting at meetings, and gathering feedback on SOFF implementation; systematically review SOFF funding requests on how they maximize private sector engagement and consider contributions from civil society organizations for effective SOFF implementation;</p>		<p><b>Education</b> Master's degree or equivalent in international relations, economic development, environment and natural science, climatology or a similar field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.</p> <p><b>Experience</b> A minimum of five years of progressively responsible experience with a focus on public and private climate finance. Experience with the preparation of funding proposals for climate or environment funds. Experience with stakeholder engagement with private sector and civil society organizations.</p> <p><b>Other requirements</b> Knowledge of the Global Basic Observing Network (GBON) and of the operational challenges related to achieving GBON compliance in developing countries is desirable. Ability to work in a multicultural environment and to foster diversity and team spirit.</p> <p><b>Languages</b> 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>		

(h) 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\$ 64121

Annual post adjustment on initial salary is: US\$ 52323 (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 April 2023**