

No. O-521/III/2023

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 : 23.05.2023

**Circular**

Subject : WMO Vacancy Notice No. 2243: Procurement Officer, P3

The details regarding the above vacancy are available on WMO e-recruitment. To access the vacancy Notice No. 2243, click on the following link:

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

WMO Vacancy Notice No. 2243 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 23/5/23  
Sc.-F (Org.)  
For DGM



**World Meteorological Organization**  
**Organisation météorologique mondiale**

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**VACANCY NOTICE NO: 2243**  
**DEADLINE FOR APPLICATION: 19 June 2023**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Procurement 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.		
Procurement Section, Legal Counsel and Administration Governance Services Department				
<b>DUTIES AND RESPONSIBILITIES</b>		<b>QUALIFICATIONS</b>		
<p>Under the supervision and guidance of the Chief, Procurement Section, the incumbent will perform the following duties:</p> <p>(a) Plans, develops and manages all procurement and contractual aspects of projects of significant complexity related to worldwide procurement of diverse services and commodities (e.g., information technology, electronic equipment and instruments, vehicles, medicines, building maintenance, office supplies, construction, furniture, etc.), taking into account local economic and other conditions;</p> <p>(b) Supports requisitioning units and recipient entities on the full range of procurement issues, providing advice at all stages of the procurement cycle;</p> <p>(c) Prepares/oversees preparation and distribution of invitations to tender and manages/conducts all aspects of bid/proposal evaluations;</p> <p>(d) Formulates strategies and designs innovative solutions to resolve issues/conflicts for complex procurement projects;</p> <p>(e) Establishes and maintains work program and schedule for ongoing contracts and newly-planned ones;</p> <p>(f) Participates in negotiations with senior supplier representatives; signs procurement orders up to the authorized limit, and, in cases where the amount exceeds authorized signature authority, prepares submissions to the relevant senior staff for review and subsequent approval;</p> <p>(g) Conducts market research to keep abreast of market developments; researches and analyzes statistical data and market reports on the world commodity situation, production patterns and availability of good and services;</p> <p>(h) Identifies new technologies, and products/services, evaluates and recommends potential supply sources and participates in the incorporation of research results into the procurement program;</p> <p>(i) Oversees adherence to contractual agreements, recommends amendments and extensions of contracts, and advises concerned parties on contractual rights and obligations;</p> <p>(j) Prepares a variety of procurement-related documents, contracts, communications, guidelines, instructions, etc.;</p> <p>(k) Provides guidance to, and may supervise, new/junior staff;</p> <p>(l) Carries out other relevant duties as required.</p>		<p><b>Education</b>            Advanced university degree (Master's degree or equivalent) or bachelors' degree in business administration, public administration, commerce, engineering, law or a related field. Extensive qualifying experience and relevant certifications in procurement may be accepted in lieu of the university degree.</p> <p><b>Experience</b>            A minimum of five years of combined national and international progressively responsible professional experience in procurement, contract management, administration or related area.</p> <p><b>Other requirements</b>            Excellent coordination, negotiation and persuasion techniques. Maturity of judgment, sense of responsibility, initiative, ability to plan, organize and direct all aspect of procurement work. Ability to propose solutions to unusual procurement problems. Knowledge of automated procurement systems as well as of Microsoft Office applications. Good proven ability to draft documents and reports. Ability to work in a multicultural environment and to foster diversity and team spirit.</p> <p><b>Languages</b>            Fluency in English and French (both oral and written) is required. 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>		
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\$ 52515 (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: 22 May 2023**