

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 रोड़ / Mausam Bhavan, Lodi Road

नई दिल्ली-110003 (भारत) / New Delhi - 110003 (India)

Dated : 24.05.2023

Circular

**Subject : WMO Vacancy Notice No. 2244: Associate Financial Officer, P2 and
WMO Vacancy Notice No. 2245: Associate Programme Officer, P2**

The details regarding the above vacancy are available on WMO e-recruitment. To access the vacancy Notice No. 2244 and 2245, click on the following link:

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

WMO Vacancy Notice No. 2244 and 2245 is attached herewith. Interested eligible officials may apply under intimation to the Organisation Division at:

Email: organisationsection@gmail.com

R.K. Giri
24/5/23
R.K. Giri
Sc.-F (Org.)
For DGM



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
7 bis, avenue de la Paix – Case postale 2300 – CH 1211 Genève 2 – Suisse
Tél.: +41 (0) 22 730 81 11 – Fax: +41 (0) 22 730 81 81
wmo@wmo.int – www.wmo.int

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VACANCY NOTICE NO: 2244
DEADLINE FOR APPLICATION: 20 June 2023

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Associate Financial Officer	P2	Geneva, Switzerland	To be determined	Fixed-term - 1 year
ORGANIZATIONAL UNIT Group on Earth Observations Secretariat			The GEO Secretariat 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 Chief of Staff, GEO, the incumbent will perform the following duties: (a) Prepare periodic financial reporting and invoices for donors for voluntary contributions, including the monitoring of reporting requirements (e.g. timing, format, etc.) for review and approval by the GEO Chief of Staff; (b) Prepare and monitor, in conjunction with the GEO Chief of Staff, the organization and use of budget lines to support project monitoring and reporting requirements; (c) Prepare and submit requisitions for a broad spectrum of GEO Secretariat financial transaction requirements, including for travel, requests for financial assistance, consultancies and procurements; (d) Assist with the preparation of Letters of Agreement and other financial agreements and contracts in support of GEO program activities; (e) Support the GEO Director, GEO Chief of Staff, and GEO Budget Working Group with financial analysis of contributions, expenditures and Secretariat resource requirements; (f) Assist the GEO Chief of Staff with GEO Secretariat budget preparation, planned and actual expenditure tracking, and financial reporting to GEO's Executive Committee and GEO Plenary Membership; (g) Liaises with WMO Finance and Legal offices on issues of financial monitoring and reporting, financial agreements, and other issues as appropriate; (h) Review, reconcile, and process a range of accounting transactions on a regular and recurring basis; (i) Research and analyse information needed to respond to support External Audit requests; (j) Identify and recommend administrative workflow, technical, or other process improvements related to financial activities within GEO; (k) Acting as back up for administrative tasks supporting the Secretariat; (l) Carry out other relevant duties as required.			QUALIFICATIONS Education Master's degree or equivalent in business administration, public administration, finance, or related field is required. A first level university degree combined with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree. Additional qualifications in relevant science subjects such as Earth Sciences, Geography, etc. Experience A minimum of two years progressively responsible experience in finance, administration, budget or related area. Experience in preparing financial reports for national government donors, intergovernmental bodies or donors. Experience in managing financial resources in accordance with rules and regulations of an international organization would be an advantage. Other requirements Working knowledge of Microsoft Office applications. Understanding of GEO, WMO, or other UN organizations, including work experience with stakeholders from national governments within a multilateral context is desirable. Working knowledge of the United Nations or a similar international organization. Strong organizational, communication and interpersonal skills. Ability to learn financial reporting system technology highly desirable. Ability to work in a multicultural environment and to foster team spirit. Languages Excellent knowledge of English (both oral and written). Knowledge of other official languages of WMO would be an advantage.	

The GEO Secretariat Director 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\$ 41108 (in addition to the net base salary)

Additional Information:

Only applicants in whom GEO 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: 23 May 2023



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VACANCY NOTICE NO: 2245
DEADLINE FOR APPLICATION: 20 June 2023

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	
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	QUALIFICATIONS
<p>Under the overall guidance and the direct supervision of the Director, Services Department (D/S), the incumbent will be responsible for the following duties in support to the president and other officers of SERCOM:</p> <p>(a) Assist in the preparation of sessions of the Commission, drafting the agenda, documentation plan, tentative work plan, briefing notes and all documents of a crosscutting nature, and reviewing documents presented by the various subsidiary bodies to ensure their consistency;</p> <p>(b) Coordinate the preparation of documents submitted by SERCOM to Congress, Executive Council, PAC, Plus RA and TCC;</p> <p>(c) Assist in monitoring the implementation by the Commission and its subsidiary bodies of the Resolutions and Decisions adopted by SERCOM itself, Congress and Executive Council;</p> <p>(d) Preparation and reporting of meetings of the Management Group and of the Executives of SERCOM;</p> <p>(e) Assist in the process of selection of experts for the various SERCOM subsidiary bodies ensuring the Rules of Procedure for Technical Commissions are adhered to, and in keeping the WMO database up to date;</p> <p>(f) Assist the Secretariat staff supporting the various Standing Committees and Study Groups of SERCOM in addressing issues of a cross-cutting nature, such as preparation of regulatory material, review of documents requiring a "SERCOM position", contributing inputs to multidisciplinary documents, always ensuring an Earth System approach is followed;</p> <p>(g) Coordinate the maintenance of the SERCOM website in the WMO Community Platform;</p> <p>(h) Assist in the preparation of SERCOM's input to meetings of other constituent bodies;</p> <p>(i) Coordinates workflows with other units and departments, as well as ensure smooth functioning of administrative processes for SERCOM related matters;</p> <p>(j) Assist D/HWC as associate programme officer as required;</p> <p>(k) Performs other duties as required by the Director of the Services Department and/or the President of SERCOM;</p> <p>(l) Carry out other relevant duties as required.</p>	<p>Education Master's degree or equivalent in business administration, management, international relations, economics or a related field. A first-level degree, in combination with qualifying experience, may be accepted in lieu of an advanced degree.</p> <p>Experience A minimum of two years of progressively responsible experience in project or programme management, administration or related area.</p> <p>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 in the area of business innovation; excellent knowledge of Microsoft 365 Business applications. Demonstrated public speaking and coaching ability. 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>

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.

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