



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
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VACANCY NOTICE NO: 2297
DEADLINE FOR APPLICATION: 6 June 2024

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 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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DUTIES AND RESPONSIBILITIES <p>Under the supervision of the Information Technology and Logistics Officer, the Associate Programme Officer will be providing support to the IT and Logistics team in organizing events, including but not limited to the Secretariat of the Intergovernmental Panel on Climate Change (IPCC) Sessions, Bureau meetings, Expert Meetings, Workshops, Scoping Meetings and IPCC events at the UNFCCC COPs.</p> <p>Key responsibilities:</p> <ul style="list-style-type: none"> Assist with the organization and conducting of the IPCC Sessions, Bureau meetings, Expert Meetings, Workshops, Scoping Meetings, Webinars and IPCC events at the UNFCCC COPs; Assist in the preparatory work, planning and logistics for conducting the IPCC Sessions, Bureau, Expert and other types of meeting including engagement with the team of the host country the Session; Assist with the design, compilation and reporting on the surveys conducted by the Secretariat and when necessary, with relevant background notes /papers; Support the work on the strategic planning through the maintenance of the various internal planning tools and calendars; Support in the planning and preparation for the UNFCCC pavilions / events and related logistics; Assist with the coordination with WMO conference unit and the interpreters pool during IPCC Sessions; Assist the delegates during the Session and Meeting with registration and onsite support. 	QUALIFICATIONS <p>Education Master's degree or equivalent in Business Management or/ and computer sciences.</p> <p>Experience A minimum of 2 years of work experience.</p> <p>The role requires planning and coordination skills to handle preparation for multiple events in parallel under the guidance of the Information Technology and Logistics Officer.</p> <p>Other requirements Experience in designing and processing surveys, writing reports and synthesising information as well as familiarization with IT tools.</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 <p>Annual net base salary on initial appointment is: US\$ 50377</p> <p>Annual post adjustment on initial salary is: US\$ 42720 (in addition to the net base salary)</p>

Additional Information:
 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.

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: 8 May 2024