

**No. O-Int/Circular/2024**  
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: 15.07.2024**

**Circular**

**Subject: Vacancy Notice No. 2302: Climate and Biodiversity Coordinator**

WMO Vacancy Notice No. 2302 is attached herewith. Interested and eligible IMD officials may apply for the above mentioned post under intimation to Organisation Division at;

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

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



World Meteorological Organization  
Organisation météorologique mondiale

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**VACANCY NOTICE NO: 2302**  
**DEADLINE FOR APPLICATION: 11 August 2024**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Climate and Biodiversity Coordinator	P4	Geneva, Switzerland	To be determined	Fixed-term - 1 year

<b>ORGANIZATIONAL UNIT</b> 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.
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<b>DUTIES AND RESPONSIBILITIES</b>  The incumbent will be responsible for facilitating and supporting the implementation of GEO's portfolio related to Climate and Biodiversity. A key focus will be advancing the implementation of GEO's Post-2025 Strategy through the strengthening of integration and synergies across climate action, biodiversity, disaster risk reduction, sustainable development and urbanization, working with peers leading these areas.  This role requires a broad overview of the climate and biodiversity domain and links to Earth observation activities in this area, international policy frameworks, including skills to drive international and multi-stakeholder engagement, and an awareness and understanding of equality, diversity, and inclusion.  Reporting to the Chief, Work Programme Coordinator the incumbent will perform the following duties:  Overall Work Programme Coordination (30%) (a) Engage with the GEO community, including via the Climate Change Working Group (CC-WG), to identify opportunities for GEO to contribute to international climate and biodiversity policy frameworks, including the SDGs, through processes under the UNFCCC, IPCC, CBD, UNCCD, Ramsar Convention, and other relevant multilateral environmental agreements; (b) In close coordination with the Chief of Member Services, ensure that the value of Earth observation and GEO Work Programme activities are reflected and integrated into multilateral environmental agreements by leveraging the priorities and interests of GEO Member States; (c) In close coordination with the Chief of Member Services, facilitate the participation and exposure of GEO Work Programme activities that contribute to the global climate and biodiversity policies in relevant multilateral environmental agreement processes; (d) In close coordination with the Chief of Communications and Partnerships, work to effectively communicate and support resource mobilization for the climate and biodiversity portfolio.  Project Management (60%) (e) Coordinate the development and implementation of the Global Ecosystems Atlas initiative as the central point of contact for all project stakeholders, facilitating communication, and collaboration between the teams; (f) Support and coordinate the governance of the project with meeting preparations, documentation, and follow-up actions; (g) Monitor project performance against established milestones and deliverables, adjusting strategies and plans as necessary to achieve objectives; (h) In close coordination with the Chief of Communications and Partnerships, work to identify, assess, and secure resources as needed to support the successful execution of the Atlas initiative	<b>QUALIFICATIONS</b>  <b>Education</b> A Master's degree in Environmental Science, Ecology, Geography, Biology, Geospatial Science, or a related field. Courses in GIS (Geographic Information Systems), Remote Sensing, Data Analysis and Statistics, Conservation Biology and/or Environmental Policy and Management will be an advantage.  <b>Experience</b> Project Management: At least 7 years of experience managing complex environmental projects, including planning, coordinating, and executing on time and within budget; Policy and Advocacy: Understanding of environmental policies and global conservation initiatives, with experience in advocacy and policy discussions; Coordination: Experience working with diverse stakeholders, including scientists, government agencies, NGOs, and local communities; and prior field experience and research and analysis experience is an advantage.  <b>Other requirements</b> Working knowledge of the United Nations or a similar international organization. Excellent communications skills with a proven ability to communicate complex scientific concepts to non-specialist audiences and experience in preparing reports, publications, and presentations. Ability to think critically and solve problems creatively as well as flexibility to adapt to changing project requirements and environments. Skills in collaboration, negotiation, and maintaining partnerships. Demonstrated ability to take initiative and plan, organizing and managing multiple workloads. Ability to work in a multicultural environment and to foster diversity and team spirit.  <b>Languages</b> Excellent knowledge of English (both oral and written). Knowledge of other official languages of WMO would be an advantage.
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as well as communicate effectively on the initiative's value and results.

**Other Duties (10%)**

(i) Prepare and edit technical reports, periodic progress reports and input to documents and publications;

(j) Prepare, actively participate and report on official GEO meetings and represent GEO at international conferences and meetings; and

(k) Carry out other relevant duties as required.

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.

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.

**SALARY AND ALLOWANCES**

Annual net base salary on initial appointment is: US\$ 77326

Annual post adjustment on initial salary is: US\$ 68434 (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: 12 July 2024**