



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

Weather • Climate • Water
Temps • Climat • Eau

VACANCY NOTICE NO: 2318
DEADLINE FOR APPLICATION: 21 September 2024

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Director	D1	Geneva, Switzerland	To be determined	Fixed-term - 2 years
ORGANIZATIONAL UNIT Education and Training (ETR) Office Science and Innovation 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 The incumbent will ensure that the Education and Training (ETR) Office carries out its work as an integral part of the Secretariat's capacity development work, in close collaboration with other relevant offices in the department, other departments in the Secretariat and with external partners. Under the supervision of the Director, Science and Innovation (D/SI), the incumbent will perform the following duties: 1. Manage the Education and Training Office: (a) General management of the Office, including supervision and oversight of its Training Activities and Education and Fellowships Divisions; (b) Provision of input for the preparation of the WMO strategic and operating plans, budget proposals, studies and reports on education and training matters; (c) Management of the ETR budget allocations and expenditures, and human resources; oversight of comprehensive databases and monitoring mechanisms; (d) Monitoring the selection, award, implementation and evaluation of WMO fellowships, and of familiarization visits by newly appointed Permanent Representative (PRs) with WMO; (e) Supervision of the production of education and training publications, technical guidance documents and programme reports; (f) Management of Office risks, including tracking and implementation of audit recommendations and findings; 2. Coordinate all WMO education and training activities for the entire range of WMO's mandate areas in close collaboration with other departments: (a) Provision of support to the preparation and running of the biennially held meetings of the Executive Council Panel of Experts on Education and Training; (b) Organization and chairing of the quarterly meetings of the Fellowships Committee and of the semestrial plenary sessions of the cross-departmental Training Management Team; (c) Monitoring the planning and implementation of WMO-supported training events, with special emphasis on cost-efficient and best practice methodologies; (d) Determining and providing advisory services on Members' education and training requirements, opportunities and capabilities in meteorology and hydrology; (e) Assistance for resource mobilization for capacity-development initiatives, including co-management of the Voluntary Cooperation Programme funds related to education and training, in collaboration with the Resource Mobilization and Development Partnership Office of the Development and Regional Activities Department; (f) Provision of the support given to governance structures including Congress, the Executive Council, regional associations, technical commissions and their subsidiary bodies;			QUALIFICATIONS Education Postgraduate university degree (Master's degree or equivalent) in Earth Sciences (Meteorology, Climatology, Atmospheric Sciences, Hydrology or a closely related field) and/or in Capacity Development, International Relations or Diplomacy. Experience A minimum of 15 years of combined national and international progressively responsible experience developing, implementing and managing projects and programmes at the national regional, and international levels aimed at increasing and sustaining capacity development. Proven experience in mobilizing resources. Practical experience in fostering collaboration between institutions in developed and developing countries and in capacity development programmes. Familiarity with the structure and working procedures of WMO. Other requirements Excellent supervisory, managerial, networking and financial skills. Strong focus on strategic and operational planning, international dialogue and relations. Originality of ideas, maturity of judgement and ability to lead a team and participate actively as a team member. Good communication skills and proven drafting ability. Ability to work in a multicultural environment and to foster diversity and team spirit. Languages Excellent knowledge of English. Knowledge of other official languages of the Organization would be an advantage. (Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)	

3. Assist in the international coordination of all relevant training activities:

- (a) Management of ETR networks with international organizations, United Nations specialized agencies, as well as institutions of higher learning in meteorological and hydrological subjects;
- (b) Pursuing activities to assist the network of WMO Regional Training Centres (WMO-RTCs);
- (c) Organization of the four-yearly meetings of the RTCs Directors/Principals, and assistance in the organization of external assessment of those Centres;
- (d) Provision of support to national, regional and inter-regional training programmes, with particular emphasis on facilitating the participation of developing countries;
- (e) Organization of a quadrennial worldwide WMO Symposium on Education and Training and of its associated Standing Conference of Heads of Training Institutions (SCHOTI);
- (f) Collaboration with the Education and Training Focal Points established by the regional associations, and with the National Focal Points on Education and Training in Meteorology and Hydrology as designated by the Permanent Representatives of Members;
- (g) Collaboration with partner organizations in the promotion and application of e-learning in meteorology and hydrology, and supporting school and popular education in weather, climate and water subjects;
- h) Carry out other relevant duties as required.

SALARY AND ALLOWANCES

Annual net base salary on initial appointment is: US\$ 106023

Annual post adjustment on initial salary is: US\$ 99132 (in addition to the net base salary)

Additional Information:

APPLICATIONS: Applications should be made online through the WMO e-recruitment system at <https://erecruit.wmo.int/public/>. Do not send your application via multiple routes. Only applicants in whom WMO has a further interest will be contacted. Shortlisted candidates may be required to sit a written test and/or an interview.

Date of issue of vacancy notice: 22 August 2024