

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: 09.09.2024

Circular

Subject: WMO Vacancy Notice No. 2319: Associate Coordination Officer.
WMO Vacancy Notice No. 2321: Programme Officer.
WMO Vacancy Notice No. 2325: Associate Legal Officer.

WMO Vacancy Notice No. 2319, 2321 and 2325 are attached herewith. Interested and eligible IMD officials may apply for the above mentioned post under intimation to Organisation Division at;

Email: 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: 2319
DEADLINE FOR APPLICATION: 27 September 2024

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Associate Coordination Officer	P2	Geneva, Switzerland	To be determined	Fixed-term - 2 years

ORGANIZATIONAL UNIT	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	QUALIFICATIONS
<p>Under the overall supervision of the Assistant Secretary-General, the incumbent will perform the following tasks:</p> <p>Position Specific Responsibilities:</p> <p>Within limits of delegated authority, the Associate Coordination Officer will be responsible for the following duties:</p> <p>(a)Coordinates the core workflow management for the ASG on a timely basis, ensuring that the ASG is able to execute his management and other responsibilities such as all meetings and missions.</p> <p>(b)Ensures that follow-up from meetings and interactions is communicated to relevant staff and authorities.</p> <p>(c)Provides substantive support to consultative and other meetings, conferences, etc., including proposing agenda topics, identifying participants, preparation of documents and presentations, etc.</p> <p>(d)Contributes to internal communication and the coordination within the Organization by planning and facilitating workshops, meetings and retreats for the senior leadership team, the senior management team and staff at large.</p> <p>(e)Coordinates/undertakes the drafting of minutes or action plans and ensures the follow up on actions points and decisions taken.</p> <p>(f)Manages the travel calendar for the ASG and ensures that all trips are fully planned and optimized in all respects, including travel arrangements, itinerary, meetings secured, briefing materials, pre-briefing, speeches and other materials.</p> <p>(g)Maintains a close working relationship with all organizational units reporting to the ASG.</p> <p>(h)Participates in the development, implementation and evaluation of assigned special projects. Monitors and analyses project implementation. Reviews relevant documents and reports on behalf of the ASG.</p> <p>(i)Researches, analyses and presents information to the ASG gathered from diverse sources.</p> <p>(j)Supports various research activities as requested by the ASG.</p> <p>(k)Keeps the ASG informed of all matters requiring his personal attention, assists in formulating options as to how those matters might be handled, and ensures appropriate follow up.</p> <p>(l)Prepares various written outputs including written summaries of the ASG's meetings, minutes of Board of Director's meetings, as well as drafting of trip reports.</p> <p>(m)Coordinates and drafts correspondence for the ASG's signature. Drafts background papers, analyses, sections of reports and studies and provides inputs to publications.</p> <p>(n)Performs other duties as requested by the ASG.</p>	<p>Education Master's degree or a bachelor's degree in combination with two additional years of qualifying experience is required in Business Administration, Management, Public Administration, Accounting, Finance.</p> <p>Experience At least two years of progressively responsible experience in public administration, office management, finance, and general administration, preferably in an international organization.</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> <p>(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)</p>

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\$ 40805 (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.

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.

Date of issue of vacancy notice: 28 August 2024



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VACANCY NOTICE NO: 2321 DEADLINE FOR APPLICATION: 27 September 2024				
POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Programme Officer	P3	Geneva, Switzerland	To be determined	Fixed-term - 2 years
ORGANIZATIONAL UNIT The Systematic Observations Financing Facility (SOFF) Secretariat.			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 SOFF Programme Officer has significant responsibilities related to SOFF implementation including leading on investment phase operations and SOFF operations monitoring and evaluation. The Programme Officer reports to the SOFF Programme Management Officer, working in close collaboration with the members of the of the SOFF Secretariat team, WMO Technical Authority, and SOFF operational partners. The Programme Officer has a supervisory role for junior staff and interns under the guidance of the Programme Management Officer. Within delegated authority, the Officer is responsible for the following duties: a. Coordinate and oversee Monitoring and Evaluation of SOFF Operations; including the further development of the SOFF Monitoring and Evaluation framework, operations financial monitoring and projections, and managing reporting requirements and outputs from SOFF partners; b. Coordinate engagement with SOFF Implementing Entities; provide guidance to Implementing Entities (United Nations organizations and Multilateral Development Banks) on SOFF operational rules and procedures; receive and review reports from SOFF Implementing Entities; and act as SOFF Secretariat focal point for SOFF Implementing Entities; c. Oversee the review of SOFF Investment funding requests for consideration of the SOFF Steering Committee, in coordination with the SOFF operations team, WMO Technical Authority, SOFF Implementing Entities, and SOFF peer advisors. Together with the Associate Programme Officer, the Officer will develop Standard Operating Procedures (SOPs) and lessons learned for knowledge management in SOFF Investment phase implementation; d. Lead on the knowledge management during SOFF implementation; liaise with SOFF operational partners to capture lessons learned on SOFF implementation; compile lessons learnt and ensure their dissemination as well as reflection in SOFF operational guidance; e. Oversee financial management of SOFF operations and SOFF Secretariat trust fund, working closely with the WMO Finance unit and the UN Multi-Partner Trust Fund as the SOFF trustee; maintain and regularly update SOFF budgets and financial management including monitoring budget execution and financial projections; f. Lead on the coordination and planning of SOFF regional workshops and engagement; including regional training activities and webinars as well as the coordination and facilitation of			QUALIFICATIONS Education Master's degree or equivalent in international relations, economic development, business administration, environment and natural science, meteorology, climatology or a similar field. A first-level university degree with 2 additional years of qualifying experience may be accepted in lieu of the advanced university degree. Experience A minimum of five years of progressively responsible experience with a focus on climate action and climate finance. Experience in working with developing countries and engagement with senior country representatives, in particular from Small Island Developing States and Least Developed Countries. Experience in working with Multilateral Development Banks, multilateral climate funds. Operations management and budget management experience. Languages Excellent knowledge of English (both oral and written); knowledge of French is desirable. 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.)	

regional workshops;

g. Coordinate stakeholder consultations with private sector and civil society, including organizing discussions, presenting at meetings, gathering feedback and inputs to feed into SOFF operational guidance;

h. 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.

SALARY AND ALLOWANCES

Annual net base salary on initial appointment is: US\$ 64121

Annual post adjustment on initial salary is: US\$ 59953 (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: 29 August 2024



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VACANCY NOTICE NO: 2325
DEADLINE FOR APPLICATION: 5 October 2024

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Associate Legal Officer	P2	Geneva, Switzerland	To be determined	Fixed-term - 2 years
ORGANIZATIONAL UNIT Office of the Legal Counsel.			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 Under the overall supervision of the Legal Counsel, the Associate Legal Officer will be responsible for the following duties: a) Conducts legal research on a diverse range of assigned issues in international law and other area(s) of specialization using multiple research sources; selects relevant material, analyzes information and presents findings for internal review; b) Assists Legal Counsel in the review of legal documents, instruments, or other material; identifies important issues, similarities and inconsistencies; etc. c) Assists in the preparation of drafts of background papers, studies, reports; etc. d) Assists in the preparation of legal opinions/advice on a wide range of international public and private law issues, including the WMO Convention, Congress resolutions and decisions involving, inter alia, issues relating to privileges and immunities, procedural issues arising during meetings of WMO and its constituent bodies, constitutional and administrative law of the Organization; e) Assesses the relevance or admissibility of evidence gathered by investigators; f) Assists in the preparation of agreements and contracts with governments, NGOs and other public and private entities, as well as claims and disputes; g) Assists in representing the Organization before arbitral and other tribunals or administrative proceedings, including disciplinary cases; h) Assists in providing legal advice on human resources matters and assists in reviewing administrative decisions; i) Assists Legal Counsel in servicing diplomatic conferences, commissions, committees, task forces and other bodies, including preparation of background materials, summaries of issues and views of delegations; etc. j) Contributes to the collection and analysis of data as well as identification of trends or patterns and provides draft insights through graphs, charts, tables and reports using data visualization methods for data-driven planning, decision-making, presentation and reporting; k) Performs other duties as assigned.			QUALIFICATIONS Education Master's degree or equivalent in law. Experience A minimum of two years of progressively responsible professional experience in law, including legal analysis, research, and writing. Languages Excellent knowledge of English (both oral and written). 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.)	
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\$ 47102 (in addition to the net base salary)

Additional Information:

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: 5 September 2024