

No. O-Int./Circular/2025
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 : 04.02.2025

Circular

Subject : WMO Vacancy Notice No. 2343 Associate Project Officer.

The details regarding the above vacancies are available on WMO e-recruitment and also attached herewith. Interested eligible officials may apply under intimation to the Organisation Division at:

Email: organisationsection@gmail.com


Dr. R.K. Giri 4/2/25
Sc.-F (Head Org.)
for DGM



World Meteorological Organization
Organisation météorologique mondiale

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VACANCY NOTICE NO: 2343
DEADLINE FOR APPLICATION: 5 March 2025

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Associate Project Officer	P2	Geneva, Switzerland	To be determined	Fixed-term - 1 year

ORGANIZATIONAL UNIT Group on Earth Observations (GEO) 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.
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DUTIES AND RESPONSIBILITIES <p>Under the supervision of the Climate and Biodiversity Coordinator, the candidate will be responsible for supporting the implementation of the next phase of the Global Ecosystem Atlas project.</p> <p>The candidate will perform the following tasks:</p> <p>Programme Planning and Coordination</p> <ul style="list-style-type: none"> - Contribute to the development and refinement of project plans and work streams, ensuring alignment with the strategic objectives of the Global Ecosystems Atlas; - Provide analytical support in drafting work plans, monitoring frameworks, and progress reports; - Assist in coordinating cross-functional activities involving GEO teams and external partners, fostering effective communication and collaboration; - Support the identification and application of conceptual models and frameworks under the guidance of senior staff; - Draft technical reports, meeting summaries, and communication materials to disseminate knowledge and raise the profile of the initiative. <p>Stakeholder Engagement and Partnerships</p> <ul style="list-style-type: none"> - Collaborate on communication strategies to enhance the visibility of the Global Ecosystems Atlas, including the preparation of presentations, newsletters, and event materials; - Provide inputs to outreach activities, ensuring the dissemination of consistent and compelling messages to key audiences. <p>Programme Communication</p> <ul style="list-style-type: none"> - Collaborate on communication strategies to enhance the visibility of the Global Ecosystems Atlas, including the preparation of presentations, newsletters, and event materials; - Provide inputs to outreach activities, ensuring the dissemination of consistent and compelling messages to key audiences. <p>Other Related Tasks</p> <ul style="list-style-type: none"> - Perform other related duties as assigned by the supervisor, contributing to the overall success of the Global Ecosystems Atlas initiative. 	QUALIFICATIONS <p>Education</p> <p>Master's degree or equivalent in Geography, Environmental Sciences, Climate Sciences, Remote Sensing, or a related field. A first-level university degree in combination with two (2) additional years of relevant experience may be accepted.</p> <p>Experience</p> <ul style="list-style-type: none"> - At least two years of demonstrated experience in project coordination and programmatic support, preferably in an international or multi-stakeholder environment. - Experience in conducting research, analyzing data, and contributing to technical reports. - Prior experience organizing workshops or events and facilitating collaboration with international partners. <p>Other requirements</p> <ul style="list-style-type: none"> - Strong analytical skills, with the ability to synthesize complex information and provide actionable recommendations; - Proven ability to adapt to evolving priorities and work effectively in a dynamic, collaborative environment; - Familiarity with the tools and concepts of natural capital accounting and ecosystem monitoring; - Proficiency in project management software and data analysis tools is desirable; - Familiarity with the United Nations system or other international organizations will be beneficial. <p>Languages</p> <p>Excellent communication skills in English (both oral and written) are required. Knowledge of another UN language is an asset.</p> <p>(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)</p>
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SALARY AND ALLOWANCES <p>Annual net base salary on initial appointment is: US\$ 55163</p> <p>Annual post adjustment on initial salary is: US\$ 46116 (in addition to the net base salary)</p>

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.

