

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)

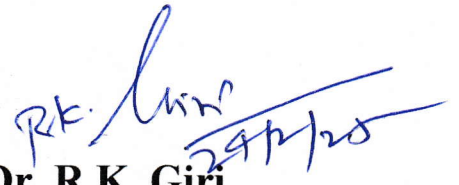
Dated: 24.02.2025

Circular

Subject: WMO Vacancy Notice No. 2345: Chief Conference Services Unit.
WMO Vacancy Notice No. 2346: Project Officer.

WMO Vacancy Notice No. 2345 and 2346 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

Secrétariat

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VACANCY NOTICE NO: 2345
DEADLINE FOR APPLICATION: 15 March 2025

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Chief Conference Services Unit	P5	Geneva, Switzerland	To be determined	Fixed-term - 2 years
ORGANIZATIONAL UNIT Conference and Facilities (CNF) Division Governance Services 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 Under the supervision of the Director, Linguistic, Conference and Facilities Division, the incumbent will perform the following duties: a) Responsible for the efficient management of internal and external activities of the Conference Services Section. This implies management of WMO conference services, CNF in-house teams, interpreting services provided by external providers, quality assurance through regular evaluation of our clients' needs compared to the current provision of services, and updating WMO policies and activities so as to ensure continual continuous improvement; b) Provide strategic input on conference services aiming professionalism and excellence; c) Supervise the management of the WMO Conference Centre: develop strategies and policies for its operations and supervise the organization of its activities, including the renting of facilities to external clients, if possible; d) Manage and supervise staff supporting the technical departments in the submission of travel and meeting requests; e) Supervise the organization of interpreting services requested by WMO departments in the official WMO languages (Arabic, Chinese, English, French, Russian, Spanish); f) Draft and update relevant chapters of the WMO Standing Instructions; g) Supervise the planning, preparation and organization of CNF services for WMO constituent body (CB) and other major meetings and conferences (including IPCC, GEO and GCOS) in Geneva and abroad, including those done in conjunction with other IOs (ICAO, UNESCO, ECW, EUMETSAT, etc.); act as a Conference officer during Regional association and Technical commission meetings of WMO, IPCC plenaries and other major meetings; h) Interact with the Permanent representatives to WMO regarding CB sessions; investigate with potential host countries and seek confirmation of invitations to put forward during the Congress and CB meetings; i) Seek agreement of TC/RAs Presidents on time and place of CB meetings and the agreement of WMO President; j) Responsible for preparing, negotiating and finalizing the host country agreement, in coordination with WMO Legal and Budget Sections and negotiating the cost-effective organization of conferences abroad, including the provision of diplomatic			QUALIFICATIONS Education Master's degree or equivalent in communications, political sciences, social sciences, external relations or related area. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree. Experience A minimum of ten years of progressively responsible experience in administration, management, logistics, planning and coordination/execution of large-scale events. Substantive experience in international event management and coordinating with internal and external stakeholders. Languages Excellent knowledge of English and French (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.)	

<p>services, financial and human resources; Supervise the preparation and dispatch of invitation letters of the Congress, EC, and constituent body sessions; supervise and sign the visa requests;</p> <p>k) Supervise the reception and monitoring of the credentials of the delegations participating in the WMO CB sessions and IPCC meetings; securing the necessary quorum for the WMO CB meetings by, inter alia, contacting the permanent missions of WMO Members in Geneva or their Representatives, when the WMO meetings are held elsewhere;</p> <p>l) Prepare detailed information on required conference arrangements for budgetary estimates and accounting control; coordinate the relationships with the substantive departments and manage on behalf of departments and delegations negotiation and resolution of any problems that may arise in the servicing of meetings;</p> <p>m) Attend, when required, inter-agency meetings on conference matters;</p> <p>n) Deputize for D/LCC during their absence;</p> <p>o)Carry out other relevant duties as required.</p>	
<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.</p>	
<p>SALARY AND ALLOWANCES</p> <p>Annual net base salary on initial appointment is: US\$ 101540</p> <p>Annual post adjustment on initial salary is: US\$ 84887 (in addition to the net base salary)</p>	
<p>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.</p>	
<p>Date of issue of vacancy notice: 13 February 2025</p>	



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VACANCY NOTICE NO: 2346
DEADLINE FOR APPLICATION: 21 March 2025

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Project Officer	P3	Geneva, Switzerland	1 May 2025 or as soon as possible thereafter	Fixed-term - 2 years
ORGANIZATIONAL UNIT Services Department and Infrastructure Department (joint position)			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 joint guidance of the WMO Directors for Services and Infrastructure, and the direct supervision of WMO experts in the two departments, the incumbent will perform the following duties: <p>a) Overall coordination and delivery of WMO Technical Advisory under AIM for Scale, which has an Innovation Package with the goal of Disseminating High-Quality Farmer Centered Weather Forecasts at Scale in Low- and Middle-Income Countries;</p> <p>b) Ensure the alignment of the activities and outputs of AIM for Scale with related and ongoing WMO priorities and initiatives on agrometeorological services and earth system observations;</p> <p>c) Attending all necessary and relevant in person and hybrid meetings, to ensure that WMO delivers its required contribution to AIM for Scale and other related agrometeorological initiatives and maintains a strong working relationship with project partners and all relevant external stakeholders;</p> <p>d) Contribute to related activities, projects and programmes across the Services and Infrastructure Departments, including through support to and engagements with the relevant WMO Standing Committees, Expert Teams and Task Teams;</p> <p>e) Liaising and securing expert scientific input to activities and deliverables from WMO staff as required, including from WMO research programmes (WCRP and WWRP), the Services Department, and the Infrastructure Department;</p> <p>f) Contributing to the design and preparation of agrometeorological activities and workplans, as well as monitoring and tracking of outputs, deliverables, and milestones;</p> <p>g) Liaising with and engaging the national meteorological and hydrological services (NMHSs) as appropriate;</p> <p>h) Participating in scoping and country engagement missions;</p> <p>i) Conducting dissemination activities in support of WMO agrometeorological activities, including presentations at seminars, workshops, and conferences;</p> <p>j) Contributing to resource mobilization efforts;</p> <p>k) Carrying out other relevant duties as required.</p>			QUALIFICATIONS Education Master's degree or equivalent in meteorology, agricultural meteorology, applied meteorology, climate sciences, earth sciences, or a related field. A first-level university degree in combination with two (2) additional years of relevant experience may be accepted in lieu of the advanced university degree. <p>Experience</p> <ul style="list-style-type: none"> - A minimum of five years of national and international progressively responsible experience in project or programme management in climate services or climate change adaptation in the agriculture sector. - Recognized project management qualifications would be an added advantage. <p>Other requirements</p> <ul style="list-style-type: none"> - Knowledge of coproduction of climate services in agriculture, with experience working with National Meteorological and Hydrological Services (NMHSs) and/or Regional Climate Centres (RCCs). - Knowledge of sub-seasonal to seasonal forecasting, including the use of new technologies like artificial intelligence would be beneficial. - Ability to plan, organize and manage work with minimum supervision. - Ability to draft clear and succinct scientific reports, documents, and other correspondence. - Maturity of judgement, initiative, and creativity. Excellent analytical, communication and interpersonal skills. - Understanding of the United Nations, including WMO programmes and activities and international organization processes, would be an advantage. - Demonstrated ability to engage productively with a wide range of stakeholders across civil society, international organisations, INGOs, and national governments. <p>Languages Excellent knowledge of English (spoken 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>	

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\$ 70212

Annual post adjustment on initial salary is: US\$ 47814 (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: 19 February 2025