

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)

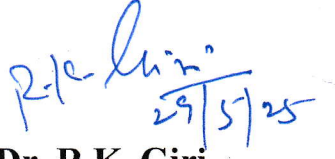
Dated : 29.05.2025

Circular

Subject : WMO Vacancy Notice No. 2357 and 2358

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
Sc.-F (Head Org.)
for DGM



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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VACANCY NOTICE NO: 2357
DEADLINE FOR APPLICATION: 7 June 2025

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Project Officer	P3	Geneva, Switzerland	To be determined	Fixed-term - 1 year
ORGANIZATIONAL UNIT Technical Coordination and GFCS Support Unit (TCG) 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 direct supervision of the Head of TCG unit and of the Deputy Director and Senior Director of the Services Department, the Project Officer will manage their assigned project(s) on a day-to-day basis and provides support as part of the project team for other projects. The Project Officer's prime responsibility is to ensure that the projects under her/his responsibility produces the results specified in the project documents, to the required standard of quality and within the specified constraints of time and cost. The incumbent will perform the following duties: (a) Develop project proposals and mobilize project resources based on the needs of Members benefitting from those projects; (b) Manage projects, and provide technical inputs for projects, in accordance with expected outcomes and performance indicators; (c) Communicate and coordinate with WMO management, partners, stakeholders and other project teams; (d) Prepare work plans, including targets, expenditures and deliverables; and track outputs; (e) Track and manage project expenditures in accordance with the projects' budget, as well as WMO rules and procedures, ensuring transparency, accountability, and timely fulfilment of targets; (f) Provide timely input to internal data collection processes, prepare and submit project reports and other related material; (g) Coordinate the work of consultants/experts engaged in the projects; (h) Supervise regular data collection and analysis, as well as reporting and, if applicable, public outreach; (i) Provide support during project evaluations; (j) Contribute to project communication plans, and update them as required; (k) Carry out other relevant duties as required.			QUALIFICATIONS Education Master's degree or equivalent project management, in hydrology, meteorology, or a closely related field is required. A first-level university degree in combination with two (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 in programme management or project management with demonstrated experience in coordination and stakeholder engagement in particular in activities related to operational hydrology, meteorology or water resources management. Experiences in least developed countries are beneficial. Other requirements Sense of integrity, responsibility, maturity of judgement, initiative and creativity. Excellent analytical, problem-solving, communication, presentation and interpersonal skills. Proven experience to analyze, model and interpret business operations data in support of decision-making. Demonstrated ability to plan, organize and manage multiple workloads. Ability to work in a multicultural environment and to foster diversity and team spirit. Perfect adherence to UN values and WMO Code of Ethics. 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.)	
Position is funded from extra-budgetary funding.				
New appointments on fixed-term contract of one year or more shall be subject to an initial period of probation, which shall be at least one year.				
SALARY AND ALLOWANCES Annual net base salary on initial appointment is: US\$ 70212 Annual post adjustment on initial salary is: US\$ 60804 (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: 7 May 2025				



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VACANCY NOTICE NO: 2358
DEADLINE FOR APPLICATION: 26 June 2025

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Programme Officer	P3	Geneva, Switzerland	To be determined	Fixed-term - 1 year
ORGANIZATIONAL UNIT Secretariat of the Intergovernmental Panel on Climate Change (IPCC)			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 guidance of the Secretary of the Intergovernmental Panel on Climate Change (IPCC) and the Deputy Secretary of the IPCC, the Programme Officer will be responsible for supporting the implementation of existing and new mandates arising from Panel or Bureau decisions across various domains as well as supporting the cooperation, with the UN system. The incumbent will perform the following duties: a) Support the execution of existing and new mandates resulting from Panel, Bureau and Executive Committee decisions and related Task Groups or / and Teams; b) Supports the IPCC Chair, Vice Chairs and other Members of the Executive Committee and the IPCC Bureaux both individually and corporately in the delivery of their mandate including through providing input to their speaking engagements; c) Support the liaison with relevant UN organizations and other international bodies and programmes, in particular with UNEP and WMO and with UNFCCC etc; d) Provide input to the preparation of the relevant meeting documentation and support activities; e) Carry out other relevant duties as required.			QUALIFICATIONS Education Master's degree or equivalent in International Relations, Economics, Public Policy, Environment or Climate Policy or a closely 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. Experience At least five years experience in climate, environment or other related fields. Other requirements This role requires strong coordination and policy formulation skills, the ability to multitask, exceptional communication skills, and a deep understanding of stakeholder engagement within the context of climate-related initiatives and international organizations. Ability to foster team spirit, international cooperation and to work in a multicultural environment. 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.)	
The position is funded from extra-budgetary funding.				
SALARY AND ALLOWANCES Annual net base salary on initial appointment is: US\$ 70212 Annual post adjustment on initial salary is: US\$ 57153 (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: 27 May 2025				