

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: 24.06.2025

Circular

Subject: WMO Vacancy Notice No. 2359: Associate Project Officer.
WMO Vacancy Notice No. 2361: Project Officer.

WMO Vacancy Notice No. 2359 and 2361 are attached herewith.
Interested and eligible IMD officials may apply for the above mentioned post
under intimation to Organisation Division at;

Email: organisation.imdhq@imd.gov.in



Dr. R.K. Giri
Sc.-F (Head Org.)
For DGM



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
7 bis, avenue de la Paix – Case postale 2300 – CH 1211 Genève 2 – Suisse
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VACANCY NOTICE NO: 2359
DEADLINE FOR APPLICATION: 4 July 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	DESCRIPTION
Science and Innovation Department / Services Department, World Weather Research / Applied Climate Services	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	QUALIFICATIONS
<p>The Associate Project Officer operates within the specific technical requirements defined in the Grant Agreements of the CROSSEU and CARMINE projects to contribute to the tasks and deliverable with WMO's involvement. The incumbent is expected to apply judgment in interpreting these documents to carry out assigned tasks effectively, particularly in areas of communication strategy, stakeholder engagement, and project reporting. While general guidance, by the supervisors in WMO and by CROSSEU and CARMINE Work Package leaders is provided on expected outputs and project priorities, the incumbent is expected to work with a degree of independence in determining how best to deliver on communication and dissemination objectives in coordination with project partners and WMO colleagues.</p> <p>Within the delegated authority / under the direct supervision of WWR Scientific Officer (P4, SI) and Climate and Energy Lead (P4, Services), the Associate Project Officer will be responsible for the following duties:</p> <p>a. Coordinating WMO's contributions to the EU Horizon-funded projects CROSSEU and CARMINE, with a focus on communication, dissemination, and partnership engagement. This is achieved by liaising with project partners, facilitating collaboration, and ensuring timely delivery of WMO's tasks and deliverables as specified in the Grant Agreements;</p> <p>b. Attending all necessary and relevant in-person and hybrid project-related meetings, including General Assemblies, by preparing background documents and actively participating in discussions; taking structured notes or minutes as needed; and following up with internal and external stakeholders to track action items and ensure alignment with project objectives and timelines;</p> <p>c. Managing the communication of project results within WMO, among project partners, and to external stakeholders by drafting and reviewing communication materials (e.g., newsletters, presentations, social media content); coordinating with WMO communications staff and project communication leads; organizing webinars or briefings; and ensuring consistent messaging and branding in accordance with project and WMO communication guidelines;</p> <p>d. Supporting the preparation and submission of regular and ad-hoc project progress and financial reports to the European Commission by collecting inputs from relevant consortium partners; consolidating and editing technical content; and ensuring accuracy, coherence, and timely delivery in line with contractual and administrative requirements;</p> <p>e. Carrying out other relevant duties as required.</p>	<p>Education Master's degree or equivalent in meteorology, climate sciences, earth sciences, science communication or related fields. A first-level university degree or equivalent in combination with two years of additional directly relevant experience may be accepted in lieu of the master's degree.</p> <p>Experience A minimum of two years of national and international progressively responsible experience in science communication is required</p> <p>Other requirements - Understanding of challenges related to implementing mitigation and adaptation projects, policies, and strategies with national meteorological and hydrological services, local, regional and national agencies, and civil protection agencies. - Ability to plan, organize and manage work with minimum supervision. - Ability to draft clear and succinct communication items, reports, documents, and correspondence. - Maturity of judgement, initiative, and creativity. -Excellent analytical, communication and interpersonal skills. - Excellent knowledge of Microsoft Office applications. Understanding of the United Nations, including WMO programmes and activities and international organization processes, would be an advantage. - A demonstrated understanding of how WMO's international status can support and contribute to delivery of European Commission climate change goals, such as the Green Deal. - Ability to work in a multicultural environment and to foster diversity and team spirit. Demonstrated ability to engage productively with a wide range of stakeholders across civil society, international organisations, INGOs, and national governments.</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>

The position is funded from extra-budgetary funding.

SALARY AND ALLOWANCES

Annual net base salary on initial appointment is: US\$ 55163

Annual post adjustment on initial salary is: US\$ 44682 (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 June 2025



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VACANCY NOTICE NO: 2361
DEADLINE FOR APPLICATION: 7 July 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 Science and Innovation Department / Services Department, World Weather Research / Applied Climate Services			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 Project Officer operates within the specific technical requirements defined in the Grant Agreements of the CROSSEU and CARMINE projects to contribute to the tasks and deliverable with WMO's involvement. The incumbent is expected to apply judgment in interpreting these documents to carry out assigned tasks effectively, particularly in areas of communication strategy, stakeholder engagement, and project reporting. In addition, the incumbent is responsible for the monitoring projects' finances, following WMO's the EC's requirements. While general guidance, by the supervisors in WMO and by CROSSEU and CARMINE Work Package leaders, is provided on expected outputs and project priorities, the incumbent is expected to work with a large degree of independence in determining how best to deliver on the technical aspects required from WMO as a partner, in coordination with project partners and WMO colleagues. Within the delegated authority / under the direct supervision of WWR Scientific Officer (P4, SI) and Climate and Energy Lead (P4, Services), the Project Officer will be responsible for the following duties: a. Coordinate and oversee the scientific delivery of WMO's contributions to the EC Horizon-funded CROSSEU and CARMINE projects by aligning project goals and outputs with relevant WMO initiatives on socio-economic risks and impacts across departments; b. Manage the implementation of WMO's project tasks and deliverables, ensuring timely and successful execution in line with the Grant Agreements through effective planning, monitoring, and reporting; c. Monitor and manage project expenditures, personnel time, and timesheets in accordance with project budgets and WMO's financial rules and procedures, ensuring compliance with European Commission requirements; d. Represent WMO in all necessary project meetings, General Assemblies and evaluations, maintain strong stakeholder engagement, and lead the project administration within WMO through project planning and management and staying abreast of project developments and risks; e. Carrying out other relevant duties as required.			QUALIFICATIONS Education Master's degree or equivalent in meteorology, climate sciences, earth sciences, science communication, or a related field. A doctorate in earth system or climate science would be an advantage. 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 A minimum of five years of national and international progressively responsible experience in project or programme management in climate change adaptation, mitigation, or services, ideally with a focus on urban activities. Specific and demonstrated experience in managing and leading institutional commitments to and delivering Horizon Europe projects is required. Holding financial and/or project management qualifications would be an added advantage. Other requirements - Understanding of challenges related to implementing mitigation and adaptation projects, policies, and strategies with national meteorological and hydrological services, local, regional and national agencies, and civil protection agencies. - 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. - Excellent knowledge of Microsoft Office applications. - Understanding of the United Nations, including WMO programmes and activities and international organization processes, would be an advantage. - A demonstrated understanding of how WMO's international status can support and contribute to delivery of European Commission climate change goals, such as the Green Deal. - Ability to work in a multicultural environment and to foster diversity and team spirit. - Demonstrated ability to engage productively with a wide range of stakeholders across civil society, international organisations, INGOs, and national governments. 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\$ 60101 (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: 23 June 2025