

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: 03.07.2025

Circular

Subject: WMO Vacancy Notice No. 2362: Associate Scientific Officer
(OceanOPS Technical Coordinator).
WMO Vacancy Notice No. 2363: Member Services Associate.

WMO Vacancy Notice No. 2362 and 2363 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
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VACANCY NOTICE NO: 2362
DEADLINE FOR APPLICATION: 30 July 2025

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Associate Scientific Officer (OceanOPS Technical Coordinator)	P2	Brest, France	To be determined	Fixed-term - 1 year
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.	
OceanOPS Unit, WIGOS Branch Infrastructure Department				
DUTIES AND RESPONSIBILITIES			QUALIFICATIONS	
<p>Under the overall guidance of the Director, Infrastructure Department (D/I), the general supervision of the WIGOS Division Director, and the direct supervision of the OceanOPS Manager, the incumbent will perform the following duties:</p> <p>(a) Act as focal point for the implementation of specific international Ocean Observing Network(s), as defined in the OceanOPS workplan, in the context of the Global Ocean Observing System (GOOS) and WMO Integrated Global Observing System (WIGOS). Primary duties will be for the Surface Ocean CO2 Reference Observing Network (SOCNET).</p> <p>(b) Support the delivery of products and services as defined in the Services Level Agreements between OceanOPS and Observing Networks and under the guidance of the GOOS Observation Coordination Group (OCG) by i) capturing operators' requirements and priorities, ii) articulating these into concise document enabling monitoring/reporting, iii) providing technical specifications for their development.</p> <p>(c) Develop and maintain monitoring and performance analysis tools (on implementation, data/metadata flow, operations, and instrumentation) for the specific Observing Networks.</p> <p>(d) Gather and control the quality and consistency of metadata from platform operators, telecommunication providers, national and global data centers, manufacturers, data users, etc, according to OceanOPS and WIGOS metadata standards and networks requirements. Support data/metadata harmonization. Improve continuously metadata quantity and quality towards WIGOS/OSCAR system.</p> <p>(e) Support observing networks implementers. Provide technical assistance and coordination on all issues arising within the observing networks. Act as a clearing house and mediate as necessary. Support networks project offices, panels and steering teams' executing specific action items and priorities. Report routinely and on demand on the status of the observing networks.</p> <p>(f) Assist with data sharing: liaise with new operators and provide technical solutions to increase data distribution on global data nodes, according to WIS 2.0 standards and GOOS OCG Data Strategy.</p> <p>(g) Provide regular specifications for the development of OceanOPS websites and monitoring tools. Maintain information up to date (news, contacts, user groups, etc.).</p> <p>(h) Support platform operators in the planning and executing of</p>			<p>Education Master's degree or equivalent in Oceanography, Marine Science, Earth Science or related field. A first-level university degree in combination with two years of qualifying experience may be accepted in lieu of the master's degree.</p> <p>Experience A minimum of two years of progressively responsible relevant experience in the field of ocean observations of which preferably 1 year at the international level. Experience in coordinating, managing, and implementing national, regional and international projects or programs.</p> <p>Other requirements</p> <ul style="list-style-type: none"> - Knowledge of ocean observing platforms, ships, sensors and telecommunications systems. - Knowledge of ocean carbon observing networks, instruments and data flows. - Knowledge of earth/ocean data/metadata formats and flows. - Knowledge of IT basics, web, GIS and database concepts. - Teamwork, Communication, Service orientation, Planning and organizing Good communication skills (oral and written) with proven ability to make effective and persuasive oral presentations to both technical and general audiences. - Proven ability to work both autonomously and as part of an integrated team with colleagues, staff and stakeholders at all levels, internal and external, including building and maintaining partnerships. - Ability to work in a multicultural environment and to foster diversity and team spirit. <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>	

their operations to improve efficiency, reduce gaps in global arrays, develop synergies between networks. Implement Network specific guidelines for deployment, servicing, retrieval of observing platforms.

(i) Support platform and sensor manufacturers towards harmonization and best practices for data/metadata and operations.

(j) Support communication and outreach initiatives demonstrating the value of the observing networks. Represent networks and OceanOPS as needed.

(k) Support new partnerships, through bilateral or international approaches and cooperation with civil society and private partners. Welcome new partners and provide technical guidance as needed.

(l) In his or her area, implement the objectives and actions as defined in the OceanOPS 5-year strategic plan and support initiatives led by WMO and IOC/UNESCO related to the GOOS and WIGOS.

(m) Carry out other relevant duties as required.

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\$ 29126 (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: 1 July 2025



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VACANCY NOTICE NO: 2363 DEADLINE FOR APPLICATION: 30 July 2025				
POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Member Services Associate	P2	Geneva, Switzerland	1 September 2025 or as soon as possible thereafter	Fixed-term - 1 year
ORGANIZATIONAL UNIT Group on Earth Observations 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 <p>The Group on Earth Observations (GEO) is an intergovernmental partnership focused on advancing access to Earth intelligence for informed decision-making.</p> <p>As GEO implements its Post-2025 Strategy and responds to funding challenges, strategic engagement with its Member States is critical to securing financial and technical support for its Trust Fund and operations. At the same time, effective coordination and support to the Secretariat Director's engagements and responsibilities require dedicated executive assistance.</p> <p>This position is being established to provide direct support to the Chief of Member Services in implementing Member engagement and resource mobilization strategies, and to provide scheduling and executive coordination support to the Secretariat Director.</p> <p>Under the supervision of the Chief of Member Services and the Secretariat Director, the incumbent will perform the following tasks:</p> <p>SUPPORT TO MEMBER ENGAGEMENT AND RESOURCE MOBILIZATION (Approx. 70%)</p> <ul style="list-style-type: none"> - Conduct research on Member State profiles, priorities, and past engagement with GEO to inform tailored outreach strategies. - Prepare tailored briefing notes, talking points, and correspondence (letters/emails) to GEO Member States, emphasizing financial and in-kind contributions. - Maintain a structured and regularly updated tracking system for all outreach and follow-up interactions with Member States. - Support meetings with Member States: coordinate scheduling, prepare background materials, record key outcomes, and track follow-up actions. - Liaise with the Operations Team to ensure contributions are recorded, acknowledged, and communicated back to Members. - Help identify new opportunities for secondments, technical assistance, or visibility from Members who are not able to contribute financially. <p>EXECUTIVE SUPPORT TO THE DIRECTOR (Approx. 30%)</p> <ul style="list-style-type: none"> - Manage the Director's calendar and support scheduling of internal and external meetings. - Ensure timely preparation of all background materials and briefing notes for the Director's engagements, coordinating with relevant team members. - Draft high-level correspondence, memos, and summaries on behalf of the Director. - Track and follow up on key actions arising from the Director's 			QUALIFICATIONS <p>Education Master's degree in business or public administration, social or political sciences, economics, law, international cooperation or 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> <p>Experience A minimum of 2 years of relevant experience in intergovernmental organisations, diplomacy, or public affairs. Experience supporting executive-level leadership, particularly with calendar and meeting coordination. Familiarity with international development or science-policy processes is an asset.</p> <p>Other requirements</p> <ul style="list-style-type: none"> - Excellent organizational and time management skills, with strong attention to detail. - Strong writing and editing skills, with a proven ability to produce high-quality written materials, including official correspondence, memos, reports, and other policy documents. - Proven proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, and SharePoint. - Excellent interpersonal and communication skills, with the ability to engage professionally and diplomatically while handling sensitive matters with discretion and confidentiality. - Proactive approach to problem-solving and sound judgment in setting priorities. - Collaborative and team-oriented, with a strong commitment to shared goals and mutual support. - Demonstrated resourcefulness and ability to plan, organize, and manage multiple workloads effectively, even under pressure and in dynamic work environments. - Ability to work in a multicultural setting and to foster diversity and team spirit. <p>Languages Fluency in English (both oral and written) is required. Knowledge of another UN language is an asset. Note: The working language of the GEO Secretariat is English.</p> <p>(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)</p>	

meetings with partners and Members.

OTHER RELATED TASKS

- Perform other related duties as assigned by the supervisor, contributing to the overall success of the Secretariat.

SALARY AND ALLOWANCES

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

Annual post adjustment on initial salary is: US\$ 47220 (in addition to the net base salary)

Additional Information:

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Date of issue of vacancy notice: 1 July 2025