



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
Temps • Climat • Eau

VACANCY NOTICE NO: 2418
DEADLINE FOR APPLICATION: 13 November 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		<p>Resource Mobilisation and Development Partnerships Unit (RMDP), Development Partnership Office (DPO)</p> <p>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. Pursuant to WMO Standing Instructions, the minimum age to be eligible for consideration for vacant positions is 18, and the maximum age must enable the candidate to serve for at least the term of the contract before reaching mandatory age of separation.</p>		
DUTIES AND RESPONSIBILITIES		QUALIFICATIONS		
<p>Under the overall guidance of the Director, Development Partnership Office and the direct supervision of the Head of the Resource Mobilisation and Development Partnerships Unit (RMDP), the incumbent will collaborate closely with relevant WMO departments, Members and partner organizations.</p> <p>The Programme Officer's primary responsibility is to contribute to WMO's institutional objectives by strengthening partnerships, supporting resource mobilization efforts, and ensuring effective due diligence processes to expand collaboration with the private sector. The incumbent will perform the following duties:</p> <p>(a) Develop and strengthen strategic partnerships with donors, philanthropic organizations, and other financial and strategic partners.</p> <p>(b) Support the implementation of WMO's resource mobilization strategy, including mapping of funding opportunities, preparing donor briefs and proposals, and maintaining a repository of funding tools, engagement materials, and donor intelligence.</p> <p>(c) Conduct due diligence assessments of potential private sector partners to ensure alignment with WMO's policies, standards, and safeguards, and contribute to maintaining and refining the policy framework, tools, and guidance that support responsible and transparent engagement.</p> <p>(d) Coordinate internal outreach across WMO units to ensure coherent and impactful engagement.</p> <p>(e) Maintain knowledge systems and coordination mechanisms for resource mobilization, including tracking funding flows and donor priorities, analyzing global trends, and ensuring alignment across WMO initiatives.</p> <p>(f) Facilitate resource mobilization and partner engagement for key WMO strategic initiatives (e.g. EW4All, IG3IS, WCRP, GCOS, WCM), ensuring that new funding and partnership opportunities are effectively harnessed to maximize programme delivery.</p> <p>(g) Support the development of publications and tailored communication and visibility materials for Members, donors, and partners, showcasing the impact and value of WMO initiatives.</p> <p>(h) Contribute to internal reporting and documentation to strengthen institutional learning, transparency, and accountability in partnership and resource mobilization efforts.</p> <p>(i) Perform other related duties as required to ensure successful</p>		<p>Education Master's degree or equivalent in international relations, political science, international development, business administration, economics, natural sciences, or a closely related field. 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.</p> <p>Experience - A minimum of five (5) years of progressively responsible professional experience at national, regional, or international level in partnerships, resource mobilization, donor relations, or programme management. - Experience engaging with private sector entities, international donors, and philanthropic organizations. - Demonstrated experience in developing proposals and donor materials, and a good understanding of funding mechanisms including climate finance, multilateral development banks, and bilateral donors. - Experience working with or supporting programmes, institutions, or initiatives related to weather, water, climate, or hydrometeorological services at national, regional, or international levels - Familiarity with WMO technical programmes, standards, or coordination mechanisms is a strong asset - Experience conducting or supporting due diligence processes for partner engagement is desirable.</p> <p>Other requirements - Strong analytical, organizational, and problem-solving skills. - Excellent communication, negotiation, and facilitation skills with a wide range of stakeholders, including governments, private sector, development partners, and NGOs. - Familiarity with challenges related to partnerships and resource mobilization in developing countries, particularly in Least Developed Countries (LDCs) and Small Island Developing States (SIDS). - Ability to work in a multicultural environment and to foster diversity, team spirit, and collaboration.</p>		
		COMPETENCIES		

delivery of WMO partnership and resource mobilization objectives.

The Programme Officer must demonstrate individual contributor proficiency in the following competencies:

Communication & Influence
Collaboration & Team Dynamics
Inclusive Mindset & Cultural Awareness
Decision Making & Problem Solving
Integrity & Accountability
Innovation & Digital Agility
Stakeholder Understanding & Engagement

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 resources. Renewal or extension of the position depends on the availability of funds and 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\$ 63542 (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: 14 October 2025