



## PROGRAMME MANAGEMENT OFFICER (2422)

23 December 2025

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VACANCY NOTICE NO: 2422 DEADLINE FOR APPLICATION: 22 January 2026 30 day(s) until closing deadline - Currently accepting applications				
POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Programme Management Officer	P4	Geneva, Switzerland	To be determined	Fixed-term - 2 years
<b>ORGANIZATIONAL UNIT</b>  Systematic Observations Financing Facility (SOFF) 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. 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.	
<b>DUTIES AND RESPONSIBILITIES</b>  The Systematic Observations Financing Facility (SOFF) is a UN Multi-Partner Trust Fund established by WMO, UNDP and UNEP. The purpose of SOFF is to effectively support developing countries, in particular Least Developed Countries and Small Island Developing States, in generating and internationally exchanging basic weather and climate observations to achieve compliance with the Global Basic Observing Network (GBON).  The SOFF Secretariat is hosted by WMO in Geneva and follows WMO regulations and rules with respect to all administrative policies and procedures. It comprises a team of professional staff and operates under the overall guidance of the Steering Committee and is accountable to it. The SOFF Secretariat administratively reports to the WMO Assistant Secretary General.  The SOFF Programme Management Officer has responsibility for the implementation of SOFF operations and reports to the Deputy Director of the SOFF Secretariat, working in close collaboration with the members of the of the SOFF Secretariat team, the WMO Technical Authority, the other SOFF operational partners, and the SOFF Steering Committee and Advisory Board.  <b>DUTIES AND RESPONSIBILITIES</b>  Under the direct supervision of Deputy Director, SOFF Secretariat, the Programme Management Officer is responsible for the following duties:  (a) Oversee the portfolio of SOFF implementation activities, coordinate operations and arrangements with the SOFF operational partners and their specific roles during each one of the SOFF phases of support (Readiness, Investment, Compliance); prepare progress status reports for the Steering Committee and recommendations on operational adjustments needed to increase the effectiveness of SOFF operations.  (b) Manage the SOFF Operations Section comprising a small team of professional staff.  (c) Coordinate the operational aspects of SOFF implementation with the relevant stakeholders, including the SOFF peer advisors (advanced national meteorological services), Implementing Entities (Multilateral Development Banks and UN organizations), and WMO Technical Authority; coordinate the operational engagement with SOFF beneficiary countries.  (d) Support improvements to and the conceptualization of SOFF programme implementation modalities, including the further development of SOFF operational frameworks; approaches to facilitate implementation of SOFF in beneficiary countries; updates of SOFF operational manual and SOFF operational guidance notes based on technical guidance from WMO Technical Authority, lessons learnt and SOFF stakeholders' feedback; act as SOFF Secretariat focal point on all operational matters.  (e) Serve as the interface between the SOFF Secretariat and WMO as the SOFF Technical Authority; facilitate the delivery of WMO Technical Authority functions related to SOFF, including the WMO Technical Authority screening of the GBON gap analysis and GBON national contribution plan; development and delivery of GBON compliance reporting and verification for the SOFF Investment and Compliance phases; coordinate other SOFF operational activities with WMO Technical Authority.  (f) Coordinate the development and delivery of SOFF peer advisory services in collaboration with WMO Technical Authority; facilitate collaboration between peer advisors, beneficiary countries, Implementing Entities and WMO in the development and delivery of the SOFF peer advisory products; act as SOFF Secretariat focal point for SOFF			<b>QUALIFICATIONS</b>  <b>Education</b> Masters degree or equivalent in international relations, economic development, environment and natural science, meteorology, climatology or a similar field.  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.  <b>Experience</b> A minimum of seven (7) years of progressively responsible experience with a focus on climate action and public and private climate finance.  Experience in working with developing countries and engagement with senior country representatives, in particular from Small Island Developing States and Least Developed Countries.  Experience in working with Multilateral Development Banks, multilateral climate funds. Operations and portfolio management experience.  <b>Other requirements</b> GBON knowledge and of the operational challenges related to achieving GBON compliance in developing countries is desirable.  The Programme Management Officer must demonstrate managerial-level 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  <b>Languages</b> Excellent knowledge of English (both oral and written). Knowledge of French is desirable. 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>peer advisors.</p> <p>(g) Provide input for SOFF reports, publications, events and other communication and fundraising activities, based on progress reports and other information provided by the operational partners, in collaboration with WMO Technical Authority; support the production of the WMO GBON compliance reports; support WMO and selected Global Producing Centres in the production of SOFF impact reports.</p> <p>(h) Support the management of the SOFF Secretariat and represent the SOFF Secretariat as requested by the Director/Deputy Director; act as Officer in Charge during the Director's/Deputy Director's absence.</p> <p>(i) Perform other duties as required.</p>	
<p>The position is funded from extra-budgetary funding.</p>	
<p>*New appointments on fixed-term contract of one year or more shall be subject to an initial one-year probation period.</p>	
<p><b>SALARY AND ALLOWANCES</b></p> <p>Annual net base salary on initial appointment is: US\$ 84672</p> <p>Annual post adjustment on initial salary is: US\$ 77136 (in addition to the net base salary)</p>	
<p><b>Additional Information:</b> Applications should be made online through the WMO e-recruitment system at <a href="https://erecruit.wmo.int/public">https://erecruit.wmo.int/public</a>. 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.</p>	
<p><b>Date of issue of vacancy notice:</b> 23 December 2025</p>	
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