



World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water  
Temps • Climat • Eau

**VACANCY NOTICE NO: 2423**  
**DEADLINE FOR APPLICATION: 15 February 2026**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Associate Programme Officer	P2	Geneva, Switzerland	To be determined	Fixed-term - 2 years
<b>ORGANIZATIONAL UNIT</b>  The 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.  Under the overall supervision of the SOFF Programme Management Officer, the incumbent will perform the following duties:  1) Facilitate SOFF operational activities, with a focus on providing direct support to the operational partners, in particular Peer Advisors and Implementing Entities.  2) Manage SOFF portfolio of investments in designated countries, including the review, quality assurance and support to monitoring and evaluation.  3) Support the communication with and provides guidance to SOFF Peer Advisors and SOFF countries in the preparation of SOFF Funding Requests.  4) Facilitate cooperation between SOFF Peer Advisors and Implementing Entities as countries move from the Readiness to the Investment Phase. Provide guidance and support for Implementing Entities in the formulation of Investment Funding Requests and explore opportunities for blending financing with ongoing projects and programmes.  5) Support the review and quality assurance of SOFF Investment Funding Requests.  6) Support the consultations with SOFF partners to capture lessons learned from the first SOFF implementation period.  7) Contribute to the update of the SOFF Operational Manual and SOFF Operational Handbook.  8) Lead and contribute to the preparation of Steering Committee documents and presentations related to SOFF Operations.			<b>QUALIFICATIONS</b>  <b>Education</b> Master's degree or equivalent in International Relations, Economics, Public policy, Meteorology, Climate-related field or a closely related 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 two (2) years of combined national and international progressively responsible experience in project or program-related coordination.  A strong understanding of the climate finance projects and procedures, experience in meteorology, project design and implementation is an advantage.  <b>Other requirements</b> - High sense of integrity, responsibility, and maturity of judgment. - Ability to work autonomously. - Good level of initiative and creativity. - Demonstrated ability to plan, organize and manage multiple workloads. - Ability to draft reports, and position papers clearly and succinctly in English. - Ability to work in a multicultural environment and to foster diversity and team spirit.  <b>Competencies</b> The Associate Programme Officer must demonstrate 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 other official languages of the Organization would be an advantage.  (Note: The official languages of the Organization are Arabic,	

9) Coordinate and support the organization of SOFF operational events and meetings, including Regional Workshops and other engagements.	Chinese, English, French, Russian and Spanish.)
The position is funded from extra-budgetary funding.	
New appointments on fixed-term contract of one year or more shall be subject to an initial one-year probation period.	
<b>SALARY AND ALLOWANCES</b>  Annual net base salary on initial appointment is: US\$ 55163  Annual post adjustment on initial salary is: US\$ 47881 (in addition to the net base salary)	
<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.	
<b>Date of issue of vacancy notice: 16 January 2026</b>	