



Programme Officer, P.3 (Fixed-Term -1 year)

Geneve, Switzerland

TRENDING

JOB INFO

Job Identification	32772
Posting Date	23/03/2026, 02:05 pm
Apply Before	23/04/2026, 03:29 am
Locations	Geneve, Switzerland
Department	Regional Coordination Office
Agency	World Meteorological Org
Grade	P3
Vacancy Type	Fixed Term



JOB DESCRIPTION

Background

The Regional Coordination Office is responsible for supporting WMO Members in developing regional support mechanisms, as well as providing guidance and direction to Regional Offices in their interaction with Headquarters.

Reporting to the Director, Regional Coordination Office, the Programme Officer will contribute to the implementation of the WMO Strategic Plan, the Regional Office Operating Model, and the outcomes of the WMO Governance and Constituent Bodies Reform. The incumbent strengthens Members' capacity in strategic planning, service delivery, and governance, and supports Regional Offices in fulfilling their mandated functions, including regional coordination, support to Regional Associations, monitoring of regional implementation, and facilitation of cross-regional collaboration.

Duties and Responsibilities

Under the direct supervision of the Director, Regional Coordination Office, the Programme Officer will be responsible for the following duties:

Strategic Planning and Member Support (~70%)

- a. Assist the Director, Regional Coordination Office in the development and monitoring of departmental strategies and operating plans, and support Regional Offices in aligning their annual operating plans with WMO priorities.
- b. Provide technical support to Members in developing and operationalizing national strategic plans, business plans, legal instruments, and governance frameworks for weather, water, and climate services.

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- c. Facilitate engagement of Members with key stakeholders across the full value chain and priority application sectors.
- d. Compile model legislation, good practices, and guidance, maintain related resources in the Country Profile Database, and monitor implementation of Members' plans and frameworks.
- e. Coordinate with technical departments to ensure integrated approaches in strategic and action planning processes.
- f. Contribute to capacity building through preparation of training materials on strategic planning and framework development.
- g. Assist in developing programme and extra budgetary proposals related to strategic planning, technical assistance, capacity development, and regional cooperation.
- h. Support Regional Directors in organizing regional association sessions, working groups, and technical events.
- i. Contributes to updating the guidance materials on strategic planning, action plans, and service frameworks based on emerging needs and lessons learned.

Administrative Coordination & Compliance Oversight (~30%)

- a. Support effective coordination of administrative workflows between Headquarters and Regional Offices, promoting consistent interpretation and application of policies, SOPs, and internal control requirements in accordance with the Regional Office Operating Model and corporate accountability frameworks.
- b. Monitor administrative performance, including procurement, contracting, travel, and financial controls, identify recurrent issues, and recommend corrective measures to strengthen compliance and operational efficiency including monitoring of regional resource utilization and reporting obligations.
- c. Track compliance requirements and approval workflows, escalating persistent gaps and supporting risk-informed decision-making and ensuring alignment with audit recommendations and corporate risk-management practices.
- d. Support audit exercises by coordinating evidence, consolidating responses, and following up on the implementation of recommendations including those related to regional structures and field operations.
- e. Develop and update administrative guidance materials, including checklists, SOPs, and knowledge resources, to strengthen internal controls and facilitate consistent practices across regional structures ensuring coherence with the revised regional governance and accountability model.
- f. Contribute to budget and financial monitoring, analysing expenditure trends and providing input for planning and reporting including regional budget execution and reporting to governing bodies.
- g. Monitor adherence to travel governance standards and recommend measures to strengthen expenditure discipline.
- h. Provide guidance to regional administrative focal points, promoting consistent practices, problem-solving, and a culture of accountability in line with the WMO reform emphasis on strengthened regional coordination and harmonized administrative support.
- i. Any other administrative tasks that may be assigned by the Director, Regional Coordination Office to implement the functions of the office.

Required Skills and Experience

Education:

Master's degree or equivalent in business administration, management, policy development, financial management, programme management or a related field is required. A first-level university degree with two additional years of qualifying experience may be accepted in lieu of an advanced degree.

Experience:

- A minimum of five (5) years of progressively responsible experience in public administration, programme management, administration, financial management, or operations in international settings.
- Experience coordinating across multiple field or regional offices is highly desirable.
- Experience in supporting process improvement and change management within a similar international organization or non-governmental organization (NGO) is required.
- Experience in audit coordination is an advantage.
- UN/common system or international NGO experience is an asset.
- Familiarity with the structure and working procedures of WMO.
- Experience with WMO governance structures, Regional Associations, or regional implementation mechanisms is an asset.
- Familiarity with WMO regulatory frameworks, including the Unified Data Policy, is desirable

Other Requirements:

- Knowledge of climate/water/weather service frameworks
- Strong analytical skills and ability to develop guidance materials

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).

Salary and Allowances

The position is funded from regular budget.

Annual net base salary on initial appointment is: US\$ 71,335
Annual post adjustment on initial salary is: US\$ 64,558 (in addition to the net base salary)

Additional Information:

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 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.

Probation

Possibility of renewal subject to the availability of funds and pending satisfactory performance after an initial probationary period of one year which can be extended up to a maximum of two years.

Applications:

Applications should be made online through the WMO e-recruitment system. Do not send your application via multiple routes. WMO no longer accepts applications via post or email. Only applicants for whom WMO has a further interest will be contacted. Shortlisted candidates may be required to sit a written test and/or an interview.

Sexual harassment, exploitation, and abuse of authority

WMO does not tolerate harassment, sexual harassment, exploitation, discrimination and abuse of authority. All selected candidates, therefore, undergo relevant checks and are expected to adhere to the respective standards and principles.

Scam alert

WMO does not charge a processing fee at any stage of its recruitment, selection, and hiring processes (i.e., application stage, interview stage, validation stage, or appointment and training). WMO will not ask for applicants' bank account information.

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