



Coordination Support Officer, P.1 (Fixed-Term -1 year)

Geneve, Switzerland

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JOB INFO

Job Identification	32771
Posting Date	27/03/2026, 08:30 pm
Apply Before	27/04/2026, 03:29 am
Locations	Geneve, Switzerland
Agency	World Meteorological Org
Grade	P1
Vacancy Type	Fixed Term



JOB DESCRIPTION

Background

The focus of this position is to strengthen institutional gender mainstreaming across programmes, projects and activities by supporting gender analyses, screenings and other technical requirements, while helping WMO bodies integrate gender considerations into their work. The incumbent will also improve organizational awareness through mapping of gender-related initiatives across the WMO portfolio, supporting more strategic planning, collaboration and resource mobilization.

Duties and Responsibilities

Under the supervision and guidance of the Gender Coordinator, the incumbent will perform the following duties:

- Support institutional gender mainstreaming across WMO programmes, projects and activities.
- Support projects through gender analyses, gender screenings and other gender mainstreaming requirements.
- Map gender-related components across WMO portfolio to strengthen organizational awareness of gender activities, opportunities and needs.
- Support WMO bodies in gender-related activities.
- Contribute to the design, planning, implementation and reporting of gender activities to ensure alignment with WMO gender mainstreaming standards, including implementation and reporting of the WMO Gender Action Plan.
- Maintain and update gender-related website content
- Support the coordination of gender-related events, meetings and workshops.
- Support the coordination of stakeholder engagement across WMO projects.

Required Skills and Experience

[Skip to main content.](#)**Education:**

Master's degree or equivalent in international relations, business administration, international development, gender studies or a closely related field. A first level university degree with two additional years of qualifying experience will be accepted in lieu of a Master's degree.

Experience:

- A minimum of 1 year progressively responsible experience in in drafting strategic frameworks or action plans, particularly within the UN system or other international organizations.
- Strong understanding of gender engagement strategies and best practices.
- Excellent communication and stakeholder engagement skills, with the ability to liaise across diverse cultures and sectors.
- Familiarity with WMO's mandate and expertise in climate, weather, and water issues is an asset.

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.)

Competencies

The Coordination Support Officer must demonstrate individual-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

Salary and Allowances

The position is funded from extra-budgetary funding.

Annual net base salary on initial appointment is: US\$ 43,834

Annual post adjustment on initial salary is: US\$ 39,670 (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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