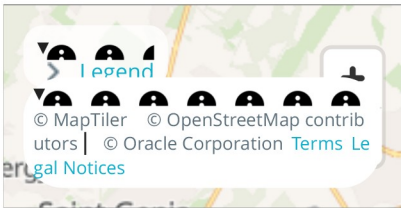


External Relations Officer, P.4
(6 months maternity coverage)
Geneve, Switzerland

JOB INFO

Job Identification	35478
Posting Date	07/14/2026, 08:49 PM
Apply Before	07/29/2026, 03:29 AM
Locations	 Geneve, Switzerland
Department	Secretariat of the Intergovernmental Panel on Climate Change
Agency	World Meteorological Org
Vacancy Type	Temporary



JOB DESCRIPTION

Background

This temporary position is located in the Secretariat of the IPCC and is for a six-month maternity cover that is expected to begin in August 2026. The incumbent will be under the overall guidance of the Secretary, IPCC and the direct supervision of the Deputy Secretary, IPCC.

Duties and Responsibilities

Under the overall guidance of the Secretary, IPCC and the direct supervision of the Deputy Secretary, IPCC, the incumbent will be responsible for the following duties:

- i. Support the IPCC Secretary and Deputy Secretary in maintaining strategic engagement with IPCC Focal Points, member governments, Permanent Missions and other key stakeholders to strengthen collaboration, facilitate consultation and advance the objectives of the Panel.
- ii. Support the IPCC leadership in the strategic planning and delivery of key governance processes over the forthcoming six-month period, including the monthly Executive Committee meetings, the forthcoming 71st Session of the Bureau meeting and the 65th Session of the IPCC.
- iii. Lead the preparation of strategic briefing notes and other briefing materials for the IPCC leadership; oversee the preparation of agendas, reports, talking points, presentations, minutes, conclusions and decisions, and other strategic documentation; coordinate meeting outcomes and follow-up actions; and ensure effective support for the Panel's governance and decision-making processes.
- iv. Oversee the Secretariat's official correspondence with member governments, IPCC Focal Points and observer organizations, ensuring coherent, timely and effective exchanges on behalf of the Secretary, coordinating follow-up actions, and contributing to the maintenance of strong institutional relationships with the Panel's stakeholders.
- v. Substantially contribute to the development of products for IPCC Focal Points to support regular engagement with member governments and promote awareness of key developments, governance processes and upcoming IPCC activities.
- vi. Coordinate and support the IPCC leadership's programme of bilateral meetings and official engagements during major international events, including COP31 and other high-level meetings, ensuring effective scheduling, prioritization of engagements and coordination with host organizations and key stakeholders.

vii. Coordinate, support and deliver briefing and familiarization sessions, as required, including in support of the IPCC fundraising efforts, for member governments, Permanent Missions, IPCC Focal Points and other stakeholders, ensuring that briefing materials are accurate, up to date and aligned with the latest developments in the IPCC's work programme, governance processes and upcoming meetings.

viii. Serve as a member of the Secretariat team supporting the Publications and Translations Committee, including coordinating preparations for meetings, preparing briefing materials, supporting the Committee's Chair, the Secretary and the Deputy Secretary, coordinating follow-up actions, and providing similar support to other Secretariat governance and advisory processes, as required.

Required Skills and Experience

Education:

Master's degree or equivalent in international relations, international law, political science 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.

Experience:

A minimum of seven years of progressively responsible experience in international relations. Experience in preparing and coordinating intergovernmental sessions involving various stakeholders and relevant documents.

Other Requirements:

- Understanding of the IPCC processes and procedures is desirable, including work experience with stakeholders from member governments.
- Working knowledge of the United Nations or a similar international organization is desirable.
- Demonstrated ability in planning and coordinating conferences and bilateral meetings.

- Demonstrated ability to plan, organize and manage multiple workloads with minimum supervision.
- Excellent organizational, communication and interpersonal skills.
- Ability to work in a multicultural environment and to foster diversity and team spirit.
- Internal eligible applicants must hold a fixed-term or permanent appointment in WMO at the P3 and P4 level. Applicants must also obtain the agreement of their direct supervisor and Director of Department for the assignment.

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 External Relations 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

Salary and Allowances:

The position is funded from staff common cost.
Annual net base salary on initial appointment is:
US\$ 86,027
Annual post adjustment on initial salary is: US\$ 72,865 (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.

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.