

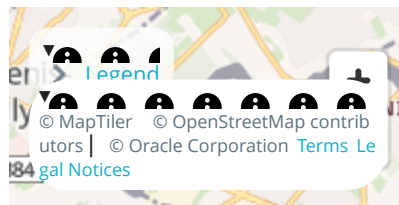


Associate Procurement Officer, P.2 (Fixed-term - 1 year)

Geneve, Switzerland

JOB INFO

Job Identification	36013
Posting Date	08/05/2026, 03:51 PM
Apply Before	08/20/2026, 03:29 AM
Locations	 Geneve, Switzerland
Department	Procurement and Contract Management Section
Agency	World Meteorological Org
Grade	P2
Vacancy Type	Fixed Term



JOB DESCRIPTION

Duties and Responsibilities

Under the direct supervision of the Chief of the Procurement Section, the successful candidate will perform the following duties:

- Plan procurement activities for business and project needs, which involve the purchase of a variety of general goods and services of different complexity.
- Review and analyse technical specifications to ensure completeness, accuracy, and competitiveness, and identify potential solutions.
- Assist staff with procurement policies and procedures, technical specifications, pricing and availability of products/services, as well as potential substitutes or alternatives to reduce costs.
- Manage formal and informal tenders and evaluate bids/proposals/quotes to ensure competitiveness, quality, and compliance with specified requirements.
- Collect and present purchasing data; prepares all relevant supporting documentation and recommend contract or purchase order approval.
- Authorize purchases based on the authorizations received and, in cases where the amount exceeds the authorized signature threshold, prepare the documentation for approval by the Chief of the Procurement Section.
- Support the requesting unit with logistics operations to ensure timely delivery of goods and services.
- Conduct market and supplier research.
- Prepare various types of reports, correspondence, and documents (e.g., purchase orders, contracts, and amendments) related to procurement.
- Prepare procurement spend reports.
- Act as Secretary of the Procurement Committee on Contracts (PCC) by organizing the agenda of the meetings, drafting the minutes and maintaining the PCC cases.
- Serve as a procurement focal point when creating suppliers in WMO ERP system.
- Contribute to the definition of the content and provide periodic training and briefings to requesting parties, administrative staff, and administrative assistants to ensure they are up to

date on the latest developments in procurement procedures, in their respective roles within the overall procurement process or when conducting low-value purchases.

- Manage the procurement email inbox, ensuring all correspondence is directed to the appropriate procurement officers.
- Act as the focal point for assigned contracts, ensuring their proper management and administration.
- Review supplier performance assessments related to the contracts he/she were assigned to as procurement focal points.
- Perform other duties as assigned.

Required Skills and Experience

Education:

- Master's degree or equivalent in business administration, public administration, commerce, law, supply chain management, logistics, procurement or a related field is required.
- A first level university degree, in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- Procurement certificates such as CIPS level 3 or equivalent is considered an asset.

Experience:

- A minimum of two years of progressively responsible experience in procurement, contract management and/or data analysis is required.
- At least one year of work experience in report design or Power BI is desirable.
- Experience in an international organisation, NGO or similar is an asset.
- Experience in the use of the procurement/supply chain functionality of an Enterprise Resource Planning (ERP) system (Oracle or similar) is an advantage.

Languages:

Fluency in English and French (both oral and written) is required. Knowledge of another WMO official language is an advantage.

(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish).

Competencies:

The Associate Procurement 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 regular budget.

Annual net base salary on initial appointment is:
US\$ 56,046

Annual post adjustment on initial salary is: US\$
47,471 (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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