

No. O-Int/Circular/2026
भारत सरकार / Government of India
पृथ्वी विज्ञान मंत्रालय / Ministry of Earth Sciences
भारत मौसम विज्ञान विभाग / India Meteorological Department
मौसम विज्ञान के महानिदेशक का कार्यालय / Office of the Director General of
Meteorology
मौसम भवन, लोदी रोड़ / Mausam Bhavan, Lodi Road
नई दिल्ली-110003 (भारत) / New Delhi - 110003 (India)

Dated: 19.08.2026

Circular

Subject: **Announcement of WMO Vacancy Notices**

The details regarding the following vacancies are available at WMO e-recruitment website and has also been attached herewith for detailed information.

1. Administrative Assistant, G.6, (Fixed-term - 1 year), Local recruitment with IPCC in Geneva, Switzerland.
2. Chief, Programme and Operations, P.5 (Fixed-term - 1 year) with CREWS Secretariat in Geneva, Switzerland.
3. Programme Officer - Policy and External Relations, P.4 (Fixed-term - 1 year) with CREWS Secretariat in Geneva, Switzerland.

Interested and eligible IMD officials may apply for these vacancies as per the General guidelines to apply for WMO/UN vacancies which were circulated vide notice No. O-Int./Circular/2025(E-46272) dated 22.07.2025. It is also requested to intimate the same to Organisation Division at;

Email: organisation.imdhq@imd.gov.in

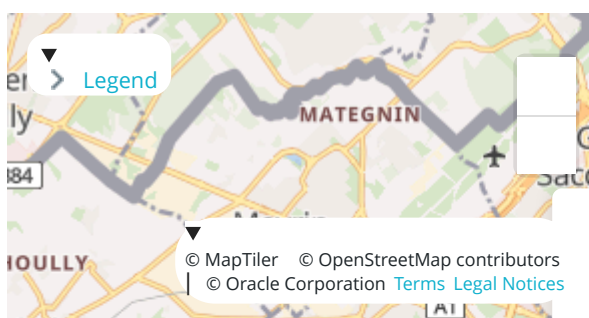

Dr. R.K. Giri
Sc.-F (Head Org.)
For DGM

Administrative Assistant, G.6, (Fixed-term - 1 year), Local recruitment

Geneve, Switzerland

JOB INFO

Job Identification	36311
Posting Date	08/17/2026, 07:37 PM
Apply Before	09/18/2026, 03:29 AM
Locations	 Geneve, Switzerland
Department	Secretariat of the Intergovernmental Panel on Climate Change
Agency	World Meteorological Org
Grade	G6
Vacancy Type	Fixed Term



JOB DESCRIPTION

Background

This Administrative Assistant position is located in the Secretariat of the Intergovernmental Panel on Climate Change (IPCC) and will be under the direct supervision of the Secretary of the IPCC. The incumbent will perform a wide range of administrative, coordination and support functions to facilitate the effective

implementation of the IPCC work programme and the smooth functioning of the IPCC Secretariat.

Duties and Responsibilities

Under the supervision of the Secretary of the Intergovernmental Panel on Climate Change (S/IPCC), the Administrative Assistant will undertake the following duties:

- (a) Provides, with a high degree of independence and under minimal supervision, the full range of administrative support to the IPCC Secretary, ensuring the efficient organization and implementation of IPCC activities, meetings, and work program deliverables.
- (b) Coordinates and processes administrative, travel, procurement and financial transactions in accordance with WMO regulations, rules, policies and procedures, providing guidance and support to Secretariat staff and IPCC Technical Support Units (TSUs) as required.
- (c) Ensures effective communication and information flow between the IPCC Secretariat, Bureau members, governments, TSUs, WMO services and other stakeholders; prepares, processes and safeguards sensitive and confidential information and correspondence.
- (d) Drafts, formats, edits and finalizes correspondence, reports, memorandum, briefing notes, meeting documentation and other official communications, ensuring consistency with WMO standards, established procedures and editorial requirements.
- (e) Processes and coordinates the preparation, circulation and archiving of documentation for sessions of the IPCC, the IPCC Bureau, the Executive Committee, WMO governing bodies and other relevant meetings, and provides administrative support before, during and after such sessions.
- (f) Independently manages incoming and outgoing correspondence, monitors deadlines and required actions, follows up with relevant stakeholders and ensures timely responses and completion of assigned tasks.
- (g) Maintains and regularly updates electronic filing systems, correspondence records, contact databases, mailing lists, meeting schedules and other administrative information repositories, ensuring the accuracy, accessibility and integrity of records.
- (h) Coordinates the administrative work of the IPCC Secretariat, provides guidance to staff on administrative procedures and practices, supports onboarding of new personnel and facilitates day-to-day office operations.

(i) Manages calendars, schedules appointments and coordinates official travel for the Secretary/IPCC, including preparation and processing of travel authorizations, visa requests, claims and related documentation.

(j) Attends meetings as required, prepares minutes, records decisions, monitors agreed actions and follows up on implementation with relevant stakeholders.

(k) Coordinate information requests and inquiries from governments, Bureau members, TSUs, Secretariat staff and other stakeholders, conducting research and coordinating with relevant offices as necessary.

(l) Assists in the preparation of presentations, briefing packages, reports and other materials for senior management, governing body sessions and external meetings using appropriate technology and software.

(m) Contributes to the continuous improvement of administrative processes, systems and procedures within the IPCC Secretariat and identifies opportunities to enhance efficiency and service delivery.

(n) Performs other related duties as required.

Required Skills and Experience

Education:

Completion of secondary education is required.

Experience:

A minimum of 7 years of progressively responsible experience in administrative, secretarial, or office support functions.

Other Requirements:

- This position is subject to local recruitment pursuant to Appendix B.2 of WMO Staff Regulations and Rules.
- It is open to Swiss citizens, citizens of the European Union (EU) member states or holders of residence and a valid permit to reside and work in Geneva, without restrictions, is required prior to applying.
- Applicants must also reside within commuting distance of the WMO headquarters in Geneva, Switzerland.
- Excellent organizational and administrative skills, with the ability to coordinate multiple activities simultaneously.

- Sound judgment, discretion and the ability to handle confidential and sensitive information.
- Ability to support senior management through effective calendar management, travel coordination and document preparation.
- Strong attention to detail and commitment to accuracy in correspondence, records management and financial/administrative processes.
- Demonstrated ability to work with standard Microsoft Office applications (Word, Excel and PowerPoint), Google Apps (e- mail, calendar, sites, etc.) and Quantum Oracle I-Procurement applications.

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 Administrative Assistant 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 and after deduction for staff assessment is: CHF 87,183.

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.

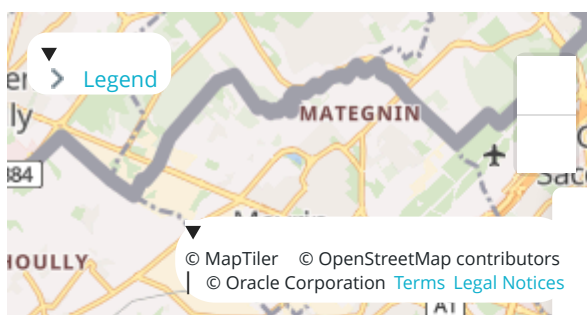
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Chief, Programme and Operations, P.5 (Fixed-term - 1 year)

Geneve, Switzerland

JOB INFO

Job Identification	36313
Posting Date	08/17/2026, 08:56 PM
Apply Before	09/18/2026, 03:29 AM
Locations	 Geneve, Switzerland
Department	CREWS Secretariat
Agency	World Meteorological Org
Grade	P5
Vacancy Type	Fixed Term



JOB DESCRIPTION

Background

This position is located in the CREWS Secretariat under the World Meteorological Organization (WMO). The Chief, Programme and Operations will report to the Director of the CREWS Secretariat. The incumbent to this position will serve as a senior manager responsible for overseeing the CREWS portfolio of global, regional and national programmes and projects implemented by its partners. The incumbent will provide strategic leadership for

programme planning, as reflected in the CREWS Operational Procedures, implementation oversight, monitoring and evaluation, results-based management, performance reporting, and organizational learning to ensure the effective delivery of development and institutional outcomes.

Duties and Responsibilities

Under the direct supervision of Director, CREWS Secretariat, the Chief, Programme and Operations will be responsible for the following duties:

1. Strategic Programme and Portfolio Management

- Leads the management and oversight of the CREWS portfolio of programmes, projects and partnerships.
- Ensures alignment of programmes and projects with the CREWS Operational Procedures and Steering Committee guidance.
- Monitors portfolio performance, delivery rates, risks and achievement of indicators.
- Advises the Director of the Secretariat on programme priorities, resource allocation, strategic adjustments and organizational performance matters.
- Facilitates portfolio reviews and management discussions to support organizational performance.

2. Monitoring, Evaluation and Results-Based Management

- Leads and oversees the implementation of the CREWS Monitoring, Evaluation, Learning and Accountability framework and associated monitoring systems.
- Develops and maintains mechanisms for monitoring progress towards expected outputs, outcomes and organizational results.
- Establishes performance indicators and targets for programmes and projects.
- Oversees the collection, validation and analysis of programme performance data.
- Coordinates independent evaluations, mid-term reviews, terminal evaluations and organizational assessments.
- Ensures systematic follow-up on evaluation recommendations and management responses.
- Promotes evidence-based decision-making and continuous improvement through lessons learned and knowledge-sharing processes.
- Strengthens monitoring and evaluation capacities in the Secretariat aligned with implementing partners.

3. Corporate and Donor Reporting

- Leads the preparation of high-quality reports for the CREWS Steering Committee.
- Oversees preparation of an annual performance report, programme implementation reports, results reports and donor

reports.

- Ensures consistency between programme achievements, performance indicators and reported results.
- Develops management dashboards and analytical tools that support decision-making and performance oversight.

4. Coordination and Stakeholder Engagement

- Serves as a focal point for coordination among CREWS Implementing and Operational Partners.
- Manages the CREWS Operational Coordination Group (OCG), sets agendas, runs meetings and produces reports and other documents
- Represents the CREWS Secretariat in technical, strategic and international meetings and forums.
- Supports collaboration with National Meteorological and Hydrological Services (NMHSs), regional centres and partner institutions.
- Facilitates exchanges of best practices and lessons learned across the CREWS portfolio.

5. Leadership and People Management

- Provides strategic leadership and supervision to programme and monitoring personnel in the CREWS Secretariat.
- Establishes workplans, performance objectives and development goals for supervised staff.
- Promotes a culture of accountability, innovation, inclusion and collaboration.
- Supports staff development and capacity-building in results-based management and programme management practices.
- Ensures efficient and effective utilization of financial, human and operational resources and monitors associated risks.

Required Skills and Experience

Education:

- Masters degree or equivalent in Environmental Sciences, Development Studies, International Relations, Programme Management or a Related discipline.
- 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 10 years of progressively responsible experience in international programme management, project portfolio management, monitoring and evaluation, strategic planning or

experience managing complex international development programmes and multi-donor project portfolios.

- Proven experience in results-based management and performance measurement frameworks.
- Experience preparing reports for governing bodies, executive management and funding partners.
- Experience leading multidisciplinary and multicultural teams.
- Experience working with international organizations, development agencies or the United Nations system is highly desirable.

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 Chief, Programme and Operations must demonstrate managerial-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\$ 103,165

Annual post adjustment on initial salary is: US\$ 86,968 (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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Similar Jobs

Programme Officer - Policy and External Relations, P.4 (Fixed-term - 1 year)
Geneve, Switzerland • Posted on 08/17/2026



Associate Procurement Officer, P.2 (Fixed-term - 1 year)
Geneve, Switzerland • Posted on 08/05/2026

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Administrative Assistant, G.6, (Fixed-term - 1
year), Local recruitment
Geneve, Switzerland • Posted on 08/17/2026

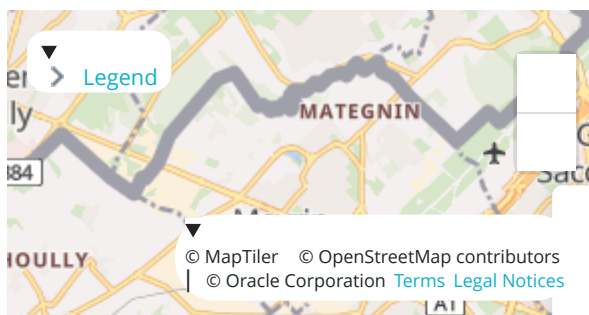


Programme Officer - Policy and External Relations, P.4 (Fixed-term - 1 year)

Geneve, Switzerland

JOB INFO

Job Identification	36319
Posting Date	08/17/2026, 10:02 PM
Apply Before	09/18/2026, 03:29 AM
Locations	📍 Geneve, Switzerland
Department	CREWS Secretariat
Agency	World Meteorological Org
Grade	P4
Vacancy Type	Fixed Term



JOB DESCRIPTION

Background

This position is located in the CREWS Secretariat under the World Meteorological Organization (WMO). The Programme Officer - Policy and External Relations will report to the Director of the CREWS Secretariat. The incumbent to this position will serve as a programme officer responsible for external relations, policy and resource mobilization and will provide strategic leadership in external engagement, partnership development, policy

coordination, and resource mobilization to support the growth and sustainability of the CREWS Initiative. The incumbent will promote CREWS' visibility and influence within the international climate change agenda, disaster risk reduction, G7, G20 and development finance landscape while strengthening relationships with existing and prospective contributors and partners.

Duties and Responsibilities

Under the direct supervision of Director, CREWS Secretariat, the Programme Officer - Policy and External Relations will be responsible for the following duties:

1. External Relations and Strategic Partnerships

- Develop and implement the external relations and partnership strategy for the CREWS Initiative.
- Build and maintain strategic relationships with donor governments, international financial institutions, philanthropic organizations, and other strategic partners.
- Provide guidance and oversight to consultants and other staff members, ensuring the effective delivery of external relations, policy advocacy, communications, and resource mobilization activities in support of the CREWS Initiative.
- Represent the CREWS Secretariat in international meetings, conferences, technical forums, and high-level policy dialogues.
- Identify opportunities to expand partnerships that enhance the effectiveness and visibility of CREWS.

2. Policy and Strategic Coordination

- Monitor international policy developments related to climate change - specifically adaptation, loss and damage and climate finance – disaster risk reduction, early warning systems, resilience financing, sustainable development,.
- Analyze emerging policy trends and advise senior management on their implications for CREWS programming and strategic positioning.
- Prepare policy papers, strategic briefs, speeches, background documents, and briefing materials for senior leadership.
- Ensure alignment of CREWS priorities with global frameworks, including the Sendai Framework for Disaster Risk Reduction, the Paris Agreement, the Sustainable Development Goals, G7, G20 and the Early Warnings for All initiative.
- Contribute to strategic planning processes and institutional positioning within the broader international climate and development architecture.

3. Resource Mobilization

- Develop and implement resource mobilization strategies consistent with CREWS' Strategy 2030 and its Operational Plan.
- Identify funding opportunities and cultivate relationships with existing and prospective donors.

- Lead the preparation and coordination of investment cases, and donor presentations and briefings.
- Coordinate campaigns and funding negotiations with bilateral and multilateral partners.
- Maintain an up-to-date pipeline of funding opportunities and monitor donor priorities and funding trends.

4. Communications and Visibility

- Contribute towards strategic communications and outreach initiatives that enhance the visibility and influence of the CREWS Initiative.
- Coordinate the development of key messaging for external audiences.
- Oversee preparation of communication products, policy briefs, presentations, web content, and promotional materials.

Required Skills and Experience

Education:

Master's degree or equivalent in Environmental Sciences, Development Studies, International Relations, Programme Management or a Related discipline. 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 7 years of progressively responsible experience in international relations, partnership development, resource mobilization, policy development, climate adaptation, disaster risk reduction, or international development.
- Demonstrated experience engaging with bilateral and multilateral donors.
- Experience developing successful funding proposals and resource mobilization strategies.
- Experience working within the United Nations system, international organizations, development banks, or similar multilateral institutions is highly desirable.
- Experience supporting high-level governance processes and international partnerships is desirable.

Other Requirements:

- Strong drafting, presentation and interpersonal skills.
- Excellent analytical skills, including the ability to assess, synthesize, and effectively communicate complex financial, operational, and strategic information

- Ability to work in a multicultural environment and to foster diversity and team spirit.

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 Programme Officer - Policy and External Relations must demonstrate managerial-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\$ 86,027

Annual post adjustment on initial salary is: US\$ 72,521 (in addition to the net base salary)

Additional Information:

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Probation

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Similar Jobs

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

Geneve, Switzerland • Posted on 08/05/2026



TRENDING

Chief, Programme and Operations, P.5
(Fixed-term - 1 year)

Geneve, Switzerland • Posted on 08/17/2026

