

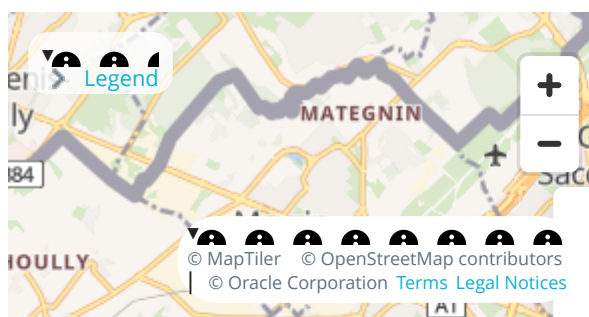
Procurement Officer, P.3 (Fixed-term - 1 year)

Geneve, Switzerland

 TRENDING

JOB INFO

Job Identification	36562
Posting Date	08/27/2026, 03:26 PM
Apply Before	09/11/2026, 03:29 AM
Locations	 Geneve, Switzerland
Department	Procurement and Contract Management Section
Agency	World Meteorological Org
Grade	N/A
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:

1. Plans, develops and manages all procurement and contractual aspects of projects of significant complexity related to

- worldwide procurement of diverse services and commodities (e.g., information technology, electronic equipment and instruments, meteorological equipment, consulting and professional services, building maintenance, office supplies, construction, furniture, etc.), taking into account local economic and other conditions;
2. Supports requisitioning units and recipient entities on the full range of procurement issues, providing advice at all stages of the procurement cycle;
 3. Prepares/oversees preparation and distribution of invitations to tender and manages/conducts all aspects of bid/proposal evaluations;
 4. Formulates strategies and designs innovative solutions to resolve issues/conflicts for complex procurement projects;
 5. Establishes and maintains work program and schedule for ongoing contracts and newly-planned ones;
 6. Participates in negotiations with senior supplier representatives; signs procurement orders up to the authorized limit, and, in cases where the amount exceeds authorized signature authority, prepares submissions to the relevant senior staff for review and subsequent approval;
 7. Conducts market research to keep abreast of market developments; researches and analyzes statistical data and market reports on the world commodity situation, production patterns and availability of good and services;
 8. Identifies new technologies, and products/services, evaluates and recommends potential supply sources and participates in the incorporation of research results into the procurement program;
 9. Oversees adherence to contractual agreements, recommends amendments and extensions of contracts, and advises concerned parties on contractual rights and obligations;
 10. Prepares a variety of procurement-related documents, contracts, communications, guidelines, instructions, etc.
 11. Issues contracts, long-term agreements, and purchase orders quickly and accurately, using WMO's Quantum ERP system;
 12. Tracks the status of her/his procurement cases in compliance with procurement key performance indicators;
 13. Contributes to the improvement of procurement procedures and tools, drawing on best practices and practical experience;
 14. Supports requestors with logistics activities related to the project's procurement needs, ensuring the delivery of goods to beneficiaries within established deadlines;
 15. Participates in the evaluation of contractor performance.
 16. Provides guidance to, and may supervise, new/junior staff;
 17. Carries out other relevant duties as required.

Required Skills and Experience

Education:

- Master's degree or equivalent in business administration, public administration, commerce, law, supply chain management, procurement or a related field is required.
- A first level university degree, in combination with two

additional years of qualifying professional experience may be accepted in lieu of the advanced university degree.

- UNDP/CIPS Level 4 Diploma or equivalent is an asset.
- Project Management Professional (PMP) certificates or equivalent is desirable.
- Experience working in project procurement is an asset.

Experience:

- A minimum of five years of progressively responsible experience in procurement, contract management, administration or related area.
- Experience in project procurement, procurement of IT and complex meteorological equipment are an asset.
- Experience working with Enterprise Resource Planning (ERP) systems, such as Oracle or similar, and with e-tendering systems is desirable.

Other Requirements:

- Excellent coordination, negotiation and persuasion techniques.
- Maturity of judgment, sense of responsibility, initiative, ability to plan, organize and direct all aspect of procurement work.
- Ability to propose solutions to unusual procurement problems.
- Knowledge of automated procurement systems as well as of Microsoft Office applications.
- Good proven ability to draft documents and reports. Ability to work in a multicultural environment and to foster diversity and team spirit.

Languages:

Excellent knowledge of English and French (both oral and written) is required. 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 Procurement Officer 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 regular budget.

Annual net base salary on initial appointment is: US\$ 71,335

Annual post adjustment on initial salary is: US\$ 60,135 (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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Programme Officer - Policy and External Relations, P.4 (Fixed-term - 1 year)

Geneve, Switzerland • Posted on 08/17/2026



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

Geneve, Switzerland • Posted on 08/17/2026



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

Geneve, Switzerland • Posted on 08/17/2026



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