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: 23.10.2026

Circular

Subject: **Announcement of WMO Vacancy Notice - Secretary of the WMO Governing Bodies, P.5 (Fixed-term - 2 years)**

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

1. Secretary of the WMO Governing Bodies, P.5 (Fixed-term - 2 years) with the Governing Bodies Secretariat in Geneva, Switzerland.

Interested and eligible IMD officials may apply for the aboremention ed vacancy 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

R.K. Giri 23/10/26

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

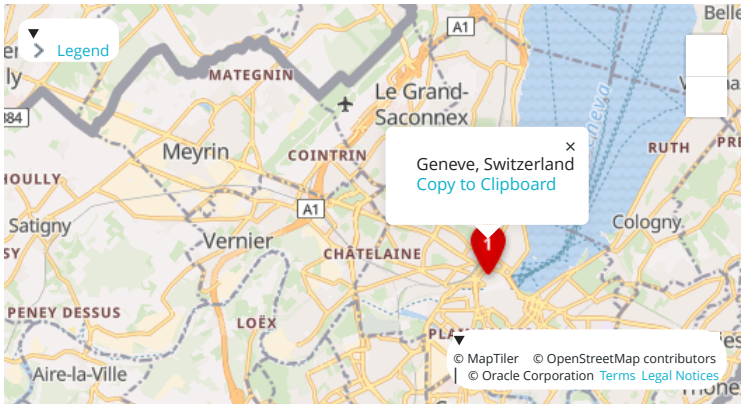
Secretary of the WMO Governing Bodies, P.5 (Fixed-term - 2 years)

Geneve, Switzerland

BE THE FIRST TO APPLY

JOB INFO

Job Identification	37686
Posting Date	10/22/2026, 07:26 PM
Apply Before	11/22/2026, 04:29 AM
Locations	Geneve, Switzerland
Department	Governing Bodies Secretariat
Agency	World Meteorological Org
Grade	P5
Vacancy Type	Fixed Term



JOB DESCRIPTION

Background

This position is located in the Executive Management. The Secretary of the WMO Governing Bodies will report to the Secretary-General. The focus of this position is to lead the organization, conduct and follow-up of sessions of the World Meteorological Congress and Executive Council and is guided by the Basic Documents and related rules of procedure.

Duties and Responsibilities

Under the managerial and administrative supervision of the Secretary-General and in coordination with the other members of Executive Management and relevant units of the Secretariat, the incumbent will perform the following functions:

a) Lead the Governing Bodies Secretariat, acting as the central focal point for the provision of policy advice and quality support to the WMO President and the WMO Secretariat for the rational and effective functioning of Congress and the Executive Council and for their interactions with other constituent bodies;

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b) Support the decision-making process and the follow-up of decisions taken, ensuring effective and efficient communication;

c) Ensure that rules of procedure and basic texts are respected and adhered to and provide support functions in both form and process;

d) Prepare the provisional agenda, explanatory memorandum and list of documents of sessions of Congress, Executive Council, Bureau and governance-related committees and task forces and coordinate the submission of documents by departments and the internal approval by the statutory deadlines;

e) Prepare statutory documents for Congress and the Executive Council (reports by the WMO President and Executive Council, review of constituent bodies of Congress and subsidiary bodies of the Executive Council, review of previous resolutions, general summary etc.);

f) Support the WMO President, in his/her function of president of Congress and the Executive Council and Chair of the Bureau, in the preparation and conduct of sessions, including preparation of briefing notes and speeches, assistance in presiding and organizing the work of sessions and maintenance of files of the official correspondence;

g) Ensure the application, keep under review and enhance the governance, procedures, methods of work and document format of the governing bodies, including the preparation of policy and technical studies, and ensure their uniform application across all the constituent bodies;

h) Organize and manage sessions of the WMO Bureau and governance-related committees and task forces, including the preparation and distribution of their summary reports;

i) Carry out other related duties as required.

Required Skills and Experience

Education:

- Master's degree or equivalent in political science, diplomacy, management, or a related field is required.
- A first-level university degree (Bachelor's degree or equivalent degree) in combination with two (2) additional years of qualifying work experience may be accepted in lieu of the advanced university degree.

Experience:

- At least 10 years of progressively responsible experience working with governing bodies, diplomacy, national or international public administration, strategic management and planning, international development, or a related area is required.
- Experience in international or multilateral organizations would be an advantage.

Other Requirements:

- Proven ability to draft high-quality reports, documents and correspondence.
- Sense of responsibility, maturity of judgement and initiative as well as excellent interpersonal and communications skills.
- Ability to work in a multicultural environment and to foster diversity and team spirit.
- Ability to navigate competing agendas with absolute tact, discretion, and strict neutrality.

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 Secretary of the WMO Governing Bodies 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$ 103,165.

Annual post adjustment on initial salary is: US$ 82,841 (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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