



## TERMS OF REFERENCE

### **Junior Professional Officer (JPO) Associate Scientific Officer - P2 Regional Offices and Services Department 3 Posts**

#### **Organizational Units:**

- Services Department (S)/ Disaster Risk Reduction, MHEWS Office and Public Services Branch (DMPS)
- Regional Office for Africa (Duty station Addis Ababa, Ethiopia),
- Regional Office for the Americas (Asuncion, Paraguay),
- Regional Office for Asia and the Pacific (Singapore)

#### **Responsibilities:**

Under the overall guidance of the Director, Disaster Risk Reduction and Public Services Branch, and the direct supervision of the Services Technical Coordinators the incumbent will perform the following duties:

- (a) Assist the regional Services coordinator in the development, implementation and evaluation of assigned Disaster Risk Reduction (DRR) and Public Weather Services (PWS) related activities, including in the context of specific projects; monitors through the analysis of programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions;
- (b) Assist in reporting and coordination with WMO regional coordinators and headquarter Services Department in relation to enhanced services for all critical economic sectors and warning services; including assisting in the coordination of services-related regional agenda with the Services Department;
- (c) Assist relevant officers in supporting the work and activities of the regional technological bodies relevant to services, including the production of technical documents for regional meetings and providing support in organizing and supporting expert group meetings, seminars, etc.
- (d) Contributing to the secretariat support to the activities and processes of the WMO Technical Commission for Weather, Climate, Water and Related Environmental Services and Applications (SERCOM), its subsidiary bodies and other WMO bodies as appropriate;
- (e) Assist in the overall monitoring of recent scientific developments, trends, and good practices on disaster risk reduction and public services and contribute to the analysis of their with regards to WMO service delivery strategy and DRR roadmap;

- (f) Assist in particular in the coordination, implementation and monitoring of the Early Warning Systems for ALL (EW4ALL) initiative in the Regions,
- (g) Providing support to relevant colleagues in all WMO Departments on services delivery aspects, particularly on approaches to accelerate the achievement of the Organization's Strategic Objectives;
- (h) Initiate and coordinate outreach activities; assist in conducting training workshops, seminars, and technical conferences; carry out presentations on agreed topics/activities as appropriate ;
- (i) Contribute to briefing notes, presentations, statements and other inputs for engagements by the senior management team on Disaster Risk Reduction and related issues;
- (j) Carry out other relevant duties as required.

## **Qualifications:**

### Education:

Advanced university degree (Master's degree or equivalent) in meteorology, environmental sciences, climate change, disaster risk reduction, hydrometeorology, and other related fields. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### Experience:

- A minimum of three years of combined national and international progressively responsible experience in the field of preferably operational meteorology, early warning services operations, or environment, climate change, disaster risk reduction, hydrometeorology and operational service delivery or closely related area is required.
- Demonstrate good knowledge/experience in disaster risk reduction at various levels; from international to local and from policy to field implementation.
- Ability to develop and conceptualize projects as well as implement, monitor and evaluate assigned programmes and projects.
- High sense of integrity, responsibility, and maturity of judgment; ability to work autonomously; good level of initiative and creativity; demonstrated ability to plan, organize and manage multiple workloads; ability to draft reports, and position papers clearly and succinctly.
- Perfect adherence to UN core values and WMO Code of Ethics
- Excellent knowledge of Microsoft Office applications.
- Ability to work in a multicultural environment and to foster diversity and team spirit.
- Understanding of the United Nations, including WMO programmes and activities and international organization processes would be an advantage.

### Language:

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.)

## **Learning Elements:**

On completion of the assignment, the JPO will have:

- Completed WMO mandatory trainings.
- Deep understanding of Disaster Risk Reduction and Public Services.
- Gathered a deep understanding and knowledge of all relevant mechanisms and work undertaken by national hydrological and meteorological services globally, especially on disaster risk reduction and early warning system.
- Been exposed to the global work of WMO, including EW4ALL.
- Been exposed to the work of WMO at the regional level, engaged in the technical meetings and the implementation of the WMO Regional Associations' priorities and plans.
- Been exposed to coordination, decision-making and experience exchange at technical, senior and/or executive levels across the WMO and other UN systems and non-UN system organizations and in relevant fora;
- Gained insight into tailored communication with a variety of stakeholders including Members, governing bodies (with the ability to draft documents for submission to governing bodies) and partners/users;
- Developed presentation skills and gradually enhanced exposure to scientific officers and senior managers whilst building a professional network across WMO, its Members and partner organizations.