



TERMS OF REFERENCE

Junior Professional Officer (JPO) Associate Resource Mobilization Officer P2

Organizational Unit:

Resource Mobilization and Development Partnerships, Member Services Department

Duty Station:

Geneva, Switzerland

Responsibilities and Supervision:

Under the overall guidance of the Director for Resource Mobilization and Development Partnerships, support donor relationship and development partnership management to mobilize contributions and collaborations to implement projects in support of WMO Members.

Position Specific Responsibilities:

- (a) Support systematic and strategic donor engagement by helping to improve collaboration and communication between internal stakeholders for mobilizing extra-budgetary resources.
- (b) Track institution-wide donor dialogues, engagements and funding proposals.
- (c) Contribute to reviews of proposals for extra-budgetary resources.
- (d) Support monitoring and reporting of use of extra-budgetary resources.
- (e) Analyse donor priorities, operational modalities and data.
- (f) Develop concise donor profiles/updates and participate in donor meetings.
- (g) Analyse WMO data on resource mobilization, partnerships and projects, and support the populating of dashboards and/or development of visuals.
- (h) Contribute to provision of guidance on resource mobilization to internal stakeholders and members (National Meteorological and Hydrological Services).
- (i) Support the secretariat function of the Alliance for Hydromet Development.
- (j) Track development partner dialogues, results and events.
- (k) Develop development partner updates and participate in partnership meetings.
- (l) Support provision of guidance on development partnerships to internal stakeholders and members (National Meteorological and Hydrological Services).
- (m) Carry out other relevant duties as required.

Qualifications:

Education: Master's degree or equivalent in International Development, International

Relations, Development Economics, Business Management or another relevant field of study, preferably with some exposure to and/or interest in earth science. Financial and/or project management qualifications would be an added advantage.

Experience: A minimum of two years of progressively responsible experience in planning and managing resource mobilization, engaging in the international development and climate finance architecture, and/or international development partnerships.

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:

- Deepened understanding of resource mobilization, development and climate finance, and development partnership processes and requirements.
- Deepened understanding of internal and external partnerships and stakeholders in the context of the WMO approach to extrabudgetary project resourcing and implementation, in particular with regards to flagship initiatives such as Early Warning for All (EW4All), Climate Risk and Early Warning Systems (CREWS), Systematic Observations Financing Facility (SOFF), etc.
- Developed a good overview of interagency mechanisms and understanding of the individual mandates, priorities and challenges of UN system organizations, multi-lateral development banks, climate finance mechanisms and other international organizations with which WMO partners.
- Been exposed to coordination, decision-making and experience exchange on WMO project development and implementation.
- Gained insight into the functions of National Meteorological and Hydrological Services as well as a variety of stakeholders including Member States and governing bodies.
- Developed presentation skills and have benefitted from gradually enhanced exposure to senior managers of UN System organizations and have built a professional network across the UN system and beyond.