



JOB DESCRIPTION

JUNIOR PROFESSIONAL OFFICER – P2

Technical Coordination and GFCS support unit (TCG)

Organizational Setting and Reporting Relationship: Under the direct supervision of the Head of the Technical Coordination and GFCS Support Unit (TCG).

Duties and Responsibilities: The Junior Professional Officer (JPO) will perform the following duties:

- Liaise with Project Managers, project team members and other colleagues in WMO to develop project proposals and mobilize resources for projects.
- Organize deployment of experts and consultants, and draft agreements with WMO Member NMHSs, RCs and partners to leverage their institutional and technical capabilities and resources as needed to implement projects.
- Track and manage project portfolio spending in accordance with the projects' budgets, as well as WMO rules and procedures, to ensure transparency, responsibility, and timely fulfilment of project budgetary targets.
- Undertake basic research, analyzes and present information on projects, to include collecting, analyzing and presenting data and information gathered from diverse sources, in support of the operationalization of meteorological, climatological and hydrological systems.
- Support the mapping of activities across projects and the development of monitoring tools.
- Support the collection of Members' data (through the checklist for climate services and other tools) to support the projects of WMO in all their phases.
- Participate in field missions, consultations and meetings, including provision of guidance to external consultants, government officials and other parties and drafting proceedings, reports, summaries, etc.
- Contribute to the visibility of the technical support offered by the WMO to its Members, in coordination with the WMO communication department and with relevant project managers.
- Perform other duties as required.

Work implies frequent interaction with the following:

- Counterparts, senior officers and technical staff in WMO units and partners.
- Representatives and officials in national governments, international organizations, consultants.

Results Expected:

Enhances projects' contribution to WMO overarching priorities laid out in the WMO Strategic Plan 2024-2027: (i) enhancing preparedness for hydrometeorological extremes, (ii) supporting climate-smart decisions and (iii) enhancing socioeconomic benefits of related services.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in meteorology, climatology, hydrology, business administration, development or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of two years of progressively responsible experience in project management, administration or related area; work experience in weather, water and climate fields is desirable as is experience in developing countries

Language: Fluency in English (both oral and written) is required; knowledge of French is desirable. Knowledge of another UN official language is an advantage.

Learning Elements:

On completion of the assignment, the JPO will have:

- Completed WMO mandatory trainings.
- Collaborated with various WMO Units, Members, partners and consultants on specific project deliverables across WMO mandate.
- Contributed to project portfolio monitoring, for optimal use of technical expertise to support Members' priorities.
- Demonstrated oral and written communication skills, and opportunity to attend UN language training organized by UNOG