



## TERMS OF REFERENCE

### **Junior Professional Officer (JPO) Associate Programme Officer (Fellowship) P2**

#### **Organizational Unit:**

ETR Office/MS

#### **Duty Station:**

Geneva/Switzerland

#### **Responsibilities and Supervision:**

Under the overall guidance of the Director of Education and Training Office (D/ETR) and under the coordination of the Coordinator Learning and Development (CLD), the incumbent will perform the following duties:

#### **Position Specific Responsibilities:**

- (a) Support in maintaining and feeding the Fellowship database
- (b) Contribute to the migration of the Fellowship database to the new application  
Monitor the fellowship requests and follow-up actions
- (c) Report on the fellowship activities supported by ETR
- (d) Extract the needed information from surveys and available statistics and identify follow-up actions
- (e) Contribute to organizing education and training activities by ETR and WMO Departments as part of the WMO Fellowship Programme
- (f) Facilitate the drafting of discussion papers, reports, briefings, and other specific documents on education and training
- (g) Carry out other relevant duties as required.

#### **Qualifications:**

Education: A MSc in computer, education, or environmental science.

Experience: - Solid background in the area of database analysis and programming.

- Ability to draft reports, and position papers clearly and succinctly.
- 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;
- Knowledge of advanced statistics is an advantage.
- Creating explicit and professional ppt is 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:

- Deep understanding of identifying education and training needs at international, regional and national levels
- Deep understanding of organizing education and training events in an international environment.
- A general understanding of related international organization practices.
- Carry out the main analysis processes, and understand the challenges of the function area in a multicultural environment of an international specialized UN Organization.
- Demonstrate strong oral and written communication skills.
- Develop and maintain relations with various stakeholders and develop networks with considerable insight into education and training practices within the UN system.