



TERMS OF REFERENCE

Junior Professional Officer (JPO) Associate Programme Officer (ETR) 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 ETR Learning platform and ETR webpages
- (b) Contribute to the reorganizing the ETR Moodle platform
- (c) Support in developing Moodle courses on different specialist topics, in collaboration with other WMO departments
- (d) Extract the needed information from surveys and available statistics and identify follow-up actions
- (e) Report on the training activities included in the Education and Training Programme
- (f) Contribute to organizing education and training activities by ETR and WMO Departments
- (g) Facilitate the drafting of discussion papers, reports, briefings, and other specific documents on education and training
- (h) Carry out other relevant duties as required.

Qualifications:

Education: A PhD in education or environmental science.

Experience: - Solid background in meteorology and environmental sciences.

- Ability to draft reports, and position papers clearly and succinctly.
- Good experience in learning platforms and web development
- 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;
- 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.