

**Template :****TERMS OF REFERENCE****Junior Professional Officer (JPO)
Associate Scientific Officer P2****Organizational Unit:**

Science & Innovation

Duty Station:

Geneva

Responsibilities and Supervision:

Under the overall supervision of the Director, Science and Innovation, and direct supervision of the relevant Scientific Officer, the incumbent will provide support with the management and coordination of the WMO Research Board and Scientific Advisory Panel.

Position Specific Responsibilities:

- (a) support collaboration across relevant departments and other WMO constituent and additional bodies on matters relevant to the Research Board and Scientific Advisory Panel;
- (b) maintain relevant community platform websites with up-to-date information about ongoing Research Board and Scientific Advisory Panel activities, membership, sessions, etc.
- (c) draft contributions to *MeteoWorld* and the *WMO Bulletin* and support relevant Research Board and Scientific Advisory Panel publications as required;
- (d) support the Scientific Advisory Panel in developing and implementing its work on tipping points, artificial intelligence and big data;
- (e) support the Research Board, its Management Group and subsidiary bodies in implementing activities outlined in respective Terms of Reference and reporting to WMO Executive Council and Congress;
- (f) provide logistical, organizational and administrative support to the Research Board, and Scientific Advisory Panel, including note taking, drafting reports and presentations, planning and organizing meetings, and other relevant tasks;
- (g) carry out other relevant duties as required.

Qualifications:

Education: Master's degree in natural or social sciences or a related field. Knowledge of meteorology, climate science, hydrology, or related environmental sciences would

be an advantage.

Experience: A minimum of 2 years of progressively responsible experience in project/programme management, coordination, or related area. 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.

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:

- develop a deep understanding of the role of science diplomacy in fostering international collaboration across scientific domains;
- enhance science coordination and communication skills;
- gain exposure to diverse areas of scientific research and innovation across weather, climate, water and related environmental and social sciences;
- understand the challenges and opportunities of the function area in a multicultural environment of an international specialized UN Organization;
- build a wide professional network across the UN system, research institutions and National Meteorological and Hydrological Services;
- complete training (including mandatory staff trainings) to enhance their skills and experience;
- have the opportunity to attend UN language training organized by UNOG.