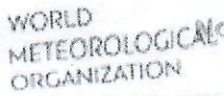


ARRIVE LE 22 JAN. 2025

E-RECRUITMENT



ENREGIST. 00378

WORLD METEOROLOGICAL ORGANIZATION
WEATHER CLIMATE WATER
ASSISTANT PROJECT OFFICER (2342)

22 January 2025

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VACANCY NOTICE NO: 2342 DEADLINE FOR APPLICATION: 21 February 2025 30 day(s) until closing deadline - Currently accepting applications				
POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Assistant Project Officer	P1	Geneva, Switzerland	To be determined	Fixed-term - 1 year
ORGANIZATIONAL UNIT			WMO is committed to achieving diversity and a balanced workforce. Applications are welcome from qualified women and men, including those with disabilities. The statutory retirement age after 1 January 2014 is 65. For external applicants, only those who are expected to complete the term of appointment will normally be considered.	
Group on Earth Observations (GEO) Secretariat				
DUTIES AND RESPONSIBILITIES			QUALIFICATIONS	
<p>GEO is a global partnership that promotes equitable access to Earth intelligence to support decisions for the benefit of people, nature and planet. GEO's Post-2025 Strategy envisions a bold direction for the future. This strategy calls for transformative programs that will enable GEO to deliver a portfolio of initiatives, providing Earth intelligence needed to unlock transformational systems change in the way that societies interact with the planet.</p> <p>One of GEO's transformational initiatives, the Global Ecosystems Atlas (GEA), was launched as a Proof-of-Concept at the Convention of Biological Diversity COP16 in Colombia in October 2024. The GEA is an international collaboration convened by GEO to create an urgently needed common reference on the world's ecosystems. This common reference will facilitate harmonized and coherent monitoring, reporting and verification of conservation, sustainable management and restoration goals, and natural capital accounting at national, regional and global level, and across companies' value chains and investors' portfolios.</p> <p>Under the supervision of the Climate and Biodiversity Coordinator, the candidate will be responsible for supporting the implementation of the next phase of the Global Ecosystem Atlas project.</p> <p>The candidate will perform the following tasks:</p> <ol style="list-style-type: none"> 1. Support financial management of the project, including working with the supervisor to develop project budgets, monitor expenditures, and prepare financial reports for project donors, and for internal use; 2. Support management of project donors, including assistance with new donor proposals and preparation of donor progress reports; 3. Support project-related procurement and contracting of consultancy and other services, in liaison with the GEO Finance Officer and relevant WMO departments; 4. Manage the Atlas-related travel arrangements of staff and external participants to Atlas-sponsored meetings/workshops in Geneva and abroad; 5. Maintain a systematic filing system for all project related documents, ensuring records are easily accessible. Assist the team in retrieving information efficiently when needed; 6. Support the development and implementation of efficient workflows to streamline processes, track tasks, and manage deadlines. Maintain clear channels for sharing updates, and documents; 7. Other related tasks as assigned by the supervisor. 			<p>Education Master's degree or equivalent in Business Administration, Management, Environmental Management, International Development, Public Administration, or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the master's degree.</p> <p>Experience Minimum of one year of demonstrated experience in project management, including financial administration, donor relations, or operational coordination. Experience in managing workflows, budgets, and multi-stakeholder projects is highly desirable.</p> <p>Other requirements The ability to adapt to changing priorities and work effectively in a dynamic environment is essential to meet the evolving needs of the position. Familiarity with the United Nations system or other international organizations will be beneficial.</p> <p>Languages Excellent communication skills in English (both oral and written) are required.</p> <p>(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)</p>	
SALARY AND ALLOWANCES				
Annual net base salary on initial appointment is: US\$ 43144				
Annual post adjustment on initial salary is: US\$ 34947 (in addition to the net base salary)				
Additional information: Only applicants in whom GEO has a further interest will be contacted. Shortlisted candidates may be required to sit a written assessment and/or an interview. Applications should be made online through the WMO e-recruitment system at https://erecruit.wmo.int/public/				
Date of issue of vacancy notice: 21 January 2025				
NEW APPLICANTS – CLICK HERE TO BEGIN YOUR ON-LINE APPLICATION RETURNING APPLICANTS ENTER HERE				