



World Meteorological Organization
Organisation météorologique mondiale

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VACANCY NOTICE No. 1798
DEADLINE FOR APPLICATION: 20 September 2011

POST Director, Group on Earth Observations (GEO) Secretariat	GRADE D.2*	DUTY STATION Geneva	COMMENCEMENT OF DUTY 1 July 2012 or as soon as possible thereafter	NATURE OF APPOINTMENT Fixed-term of three years with possibility of renewal
ORGANIZATIONAL UNIT Group on Earth Observations (GEO) Secretariat			Applications from suitably qualified female and male candidates are equally welcome. The statutory retirement age after 1 January 1990 is 62. For external applicants, only those who are expected to complete a term of appointment will normally be considered.	
DUTIES AND RESPONSIBILITIES <i>(See reverse side)</i>			QUALIFICATIONS Education Sound university education in the natural, social, or applied sciences, preferably with a Ph.D. from a recognized university. The applicant should have the necessary scientific basis and broad understanding relevant to the large number of fields required to address the nine societal benefit areas described in the GEOSS Implementation Plan. Experience Long and wide-ranging experience in a practical geo-science, physical science, life science or related discipline and in organizing, coordinating and implementing observational programmes and/or operational systems, such as would be acquired in a responsible and significantly senior post in a national, regional or international physical sciences- related, or comparable, scientific or technical institution, or operational agency. A good knowledge of the various elements of Earth and life sciences and information technology is indispensable. The applicant should be familiar with current developments in observing and information systems, including relevant developments at the UN level. Furthermore, it is desirable that the applicant should have occupied a significantly senior position and acquired adequate experience in international and intergovernmental activities, as may be gained in working with relevant international organizations. The applicant should be capable of communicating the importance of GEO and the GEOSS at the highest international political and national leadership levels, as well as to the public in general. The applicant should also be capable of serving as a persuasive and engaging proponent of the need for GEO and the GEOSS in building a sustainable world for the future. Other requirements Maturity of judgment, initiative, originality of ideas, ability to engage and integrate institutions in an international, multi-cultural environment, ability to plan, organize and direct collaborative efforts involving observing and information system design and operation at a high level are essential. Languages Excellent knowledge of English. Knowledge of other working and/or official languages of the WMO Secretariat would be an advantage. (Note: The working languages of the WMO Secretariat are English and French. The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)	

* The Secretary-General may appoint a candidate at a grade below the advertised grade of the post, with the possibility of promotion to that grade within three years of appointment, subject to satisfactory appraisal of performance.

SALARY, ALLOWANCES AND OTHER BENEFITS

Annual net base salary on initial appointment	US\$ 111,950 for staff members with dependants US\$ 102,847 for staff members without dependants
Annual post adjustment on initial salary is	US\$ 135,795 for staff members with dependants US\$ 124,753 for staff members without dependants

This post adjustment, which is subject to change without notice, is paid in addition to the net basic salary.

APPLICATIONS: Applications should be made on the WMO Personal History Form which may be obtained from the WMO Secretariat on request or downloaded from the Internet at <http://www.wmo.int/vacancies> and should be addressed under confidential cover to:

The Chief, Human Resources Division, World Meteorological Organization, P.O. Box 2300, 1211 Geneva 2, Switzerland

Do not send your application via multiple routes. Due to the expected volume of applications, receipt of applications cannot be acknowledged individually. Only applicants in whom WMO has a further interest will be contacted. Shortlisted candidates may be required to sit a written test and/or an interview.

Date of issue of vacancy notice: 29 July 2011

WORLD METEOROLOGICAL ORGANIZATION

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VACANCY NOTICE No. 1798, ANNEX

DIRECTOR, GROUP ON EARTH OBSERVATIONS (GEO) SECRETARIAT

Duties and responsibilities

Overall policy and programmatic direction and supervision for this position come from the Group on Earth Observations (GEO). The GEO Secretariat Director is accountable to the WMO Secretary-General for administrative matters in accordance with the WMO Financial and Staff Rules and Regulations. The incumbent will be responsible for:

- a) The efficient operation of the GEO Secretariat, which includes 18-20 staff positions, to facilitate and support GEO activities;
- b) The preparation and submission, for Plenary approval, of the Annual Work Plan, including activities and budgets;
- c) Supporting the implementation by Members and Participating Organizations of the Annual Work Plan and executing expenditure of the Budget;
- d) The provision of annual reports on the performance of GEOSS, including milestones of the Annual Work Plan;
- e) The provision of annual reports on Secretariat operations, including execution of annual budget expenditures;
- f) The organization, preparation, and support to meetings and other work of the GEO Plenary, Executive Committee and other GEO Committees and working groups;
- g) Activities to identify and secure funds for Secretariat operations and GEO activities in accordance with the direction of GEO;
- h) The implementation of the GEO communication strategy as outlined in the Annual Work Plan;
- i) The organization of GEOSS user and other forums as required, in coordination with GEO committees as appropriate;
- j) Facilitating overall cooperation and liaison with GEO Members and Participating Organizations, and other programmes and bodies as appropriate or as needed to 'support the work of GEO, with particular emphasis on existing systems and Earth observation coordination mechanisms;
- k) Identifying staffing and other resources necessary to support the Annual Work Plan, developing indicators for Secretariat performance and reporting to Plenary on Secretariat performance against these indicators;
- l) Ensuring that an open and transparent process is utilized for all employment to the Secretariat, including short-term contractors, and for the designation of experts to the various GEO committees and working groups;
- m) Facilitating and coordinating the updating of the 10-Year Implementation Plan as directed by the Plenary;
- n) Conducting the day-to-day administrative activities of the Secretariat;
- o) Carrying out additional duties as required by GEO.

Activities are generally at a high level with representatives of governments and international organizations, usually at the Assistant Director General level or higher.
