



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
 7 bis, avenue de la Paix – Case postale 2300 – CH 1211 Genève 2 – Suisse
 Tél.: +41 (0) 22 730 81 11 – Fax: +41 (0) 22 730 81 81
 wmo@wmo.int – www.wmo.int

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VACANCY NOTICE No. 1741 Rev.
DEADLINE FOR APPLICATION: 26 June 2009

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Strategic Planning and Risk Management Officer	P.5*	Geneva	1 October 2009 or as soon as possible thereafter	Fixed-term of two years with possibility of renewal
ORGANIZATIONAL UNIT Office of the Assistant Secretary-General			Applications from suitably qualified female and male candidates are equally welcome. NOTE: Applicants that have applied to Vacancy Notice No. 1741 do not need to re-submit an application.	
(See reverse side)			QUALIFICATIONS Education Advanced university degree or equivalent in meteorology, hydrology atmospheric sciences, environmental sciences or a closely related field. A post-graduated degree would be an advantage. Experience At least 10 years of combined national and international progressively responsible experience in strategic planning risk management, of which at least five years of increasing responsibility at an executive or senior management level, in an international organization with proven involvement in strategic planning, risk management and/or result-based management. Other requirements Demonstrated ability to organize input, manage and draft strategic plans. Interpret and analyse feedback on Strategic Operating Plans. Knowledge of result-based budgeting, result-based monitoring evaluation systems and tools and Enterprise Risk Management. Proven project management skills. Thorough familiarity with hydrology, atmospheric sciences or related environmental sciences. Good leadership and interpersonal skills. Proven ability to draft reports and documents. Languages Excellent knowledge of English or French and a good working knowledge of the other language. Knowledge of other official languages of the Organization 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

(See attached notes for detailed information on allowances and other benefits)

Annual net base salary on initial appointment	US\$ 83,089 for staff members with dependants
	US\$ 77,190 for staff members without dependants
Annual post adjustment on initial salary is	US\$ 62,898 for staff members with dependants
	US\$ 58,433 for staff members without dependants

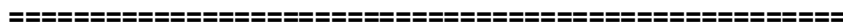
This post adjustment, which is subject to change without notice, is paid in addition to the net basic salary.

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/web/hrm> 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 May 2009

WORLD METEOROLOGICAL ORGANIZATION



VACANCY NOTICE No. 1741 Rev., ANNEX

STRATEGIC PLANNING AND RISK MANAGEMENT OFFICER

Duties and responsibilities

Under the supervision of the Assistant Secretary-General, the incumbent will manage the day-to-day running of the Strategic Planning Office and will be responsible for undertaking of following functions:

- (a) Develop and monitor implementation of the result-based WMO strategic planning framework, including the Strategic Plan, Operating Plans and coordination of the related result-based budget;
- (b) Be responsible for the development and implementation of the WMO monitoring and evaluation systems as part of the overall WMO Strategic Planning Framework, working closely with the Internal Oversight Office (IOO);
- (c) Lead the coordination of activities and processes related to strategic planning and result-based management including coordination with Technical Commissions (TCs) working closely with technical departments and with Regional Associations (RAs) working closely with the Development and Regional Activities Department (DRA);
- (d) Work closely with the Office for the LDC Programme and Regional Coordination (LDCR) to provide guidance on strategic planning to Members of LDCs and those with economies in transition requiring such assistance;
- (e) Plan, organize and manage the work of the Executive Council Working Group on WMO Strategic and Operational Planning and others as appropriate (e.g. the Working Group on Capacity Building) including coordination of document drafting and preparation;
- (f) Draft documents for constituent body sessions including the Executive Council, the WMO Bureau and Congress;
- (g) Make presentations on the WMO Strategic Planning Framework and related topics to sessions of regional associations, technical commissions and their management groups during the intersessional period;
- (h) Plan, organize and manage Secretariat management retreats in close consultation with Executive Management;
- (i) Undertake studies and analyses of strategic planning approaches of Members and the United Nations, in particular on result-based management and provide information/guidance to Executive Management on these issues, including analyses of options for possible involvement of WMO in emerging issues of key importance to the Secretariat;
- (j) Serve as Secretary, and provide support, to the Secretariat Group on Strategy (SGS) and other task teams established from time to time;
- (k) Oversee the preparation of the Secretariat Risk Registers and monitoring of risk management as part of the Secretariat Enterprise Risk Management-related work (both strategic and operational);
- (l) Plan, organize and provide support to the Audit Committee including document preparation and drafting of reports;
- (m) Assist in the management of the Office including consolidation of the office budget, drafting of Office input into budget documents, human resources management plans as well as drafting of terms of reference and proposals for appointment of consultants as required;
- (n) Deputize for the Assistant Secretary-General in his absence and represent the Secretariat at forums related to the work of the Office;
- (o) Carry out other additional duties as required.