



World Meteorological Organization
 Organisation météorologique mondiale

Temps • Climat • Eau
 Weather • Climate • Water

Ministerio de Medio Ambiente
 31 ENE. 2007
 Centro Meteorológico Territorial en Aragón,
 La Rioja y Navarra
 ENTRADA 188

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SRI 76/07

VACANCY NOTICE No. 1678, REV.
 DEADLINE FOR APPLICATION: 6 February 2007

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Project Officer	P.2*	Geneva	1 March 2007 or as soon as possible thereafter	Fixed-term of two years with possibility of renewal within GEO Secretariat only
ORGANIZATIONAL UNIT Group on Earth Observations Secretariat (GEO)			Applications from suitably qualified female and male candidates are equally welcome. Applications from female candidates are especially encouraged.	
DUTIES AND RESPONSIBILITIES (See reverse side)			QUALIFICATIONS Education University degree in information management, computer science, Earth science or remote sensing. Experience At least five years of experience in IT System Management in the public or private sector. Demonstrated ability to synthesize large volumes of technical information. Other requirements A demonstrated ability in IT management and Web development and maintenance. The ability to understand basic concepts of Earth observations, Earth science and their applications. Excellent interpersonal communications. Good writing skills. Languages Excellent knowledge of English or French and a good working knowledge of the other language.	
* The GEO Secretariat Director 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 is US\$ 45,650 for staff members with dependants US\$ 42,818 for staff members without dependants Annual post adjustment on initial salary is US\$ 29,353 for staff members with dependants US\$ 27,532 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 http://www.wmo.int/web/hrm and should be addressed <u>under confidential cover to:</u> The Chief, Human Resources Division, World Meteorological Organization, P.O. Box 2300, 1211 GENEVA 2, Switzerland 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.				

Date of issue of vacancy notice: 9 January 2007

RELACIONES INTERNACIONALES

Post Number: GEO-005(06)

Pase a 15 CMT'S Izaña,
 4 SG y Tación
 Para. Conocimiento
 Fecha: 25-1-07

WORLD METEOROLOGICAL ORGANIZATION

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VACANCY NOTICE No. 1678, REV., ANNEX

PROJECT OFFICER

DUTIES AND RESPONSIBILITIES

Under the supervision of the Secretariat Director, the incumbent will perform the following duties:

- (a) Ensure the technical management of applications of information technology in the GEO Secretariat, including: the GEO Contact Database; the GEO Website Content Management System; the GEO FTP facilities; the GEO discussion list servers; and the GEO Web Conferencing facilities. Research, analyse and evaluate new applications of information technology that could benefit the GEO Secretariat and make recommendations for their deployment. Liaise with the WMO Information Technology Division, and track compliance with the information technology aspects of the GEO/WMO Service Level Agreement;
 - (b) Serve as the GEO Secretariat's Web administrator responsible for GEO's online presence in support of both the outreach campaign and the provision of online resources to the GEO community engaged in GEOSS implementation;
 - (c) Assist in the compilation of Secretariat documents, including quarterly reports and annual work plan drafts, and provide editing as necessary. Collect and compile technical and official comments on technical documents and coordinate Secretariat review. Support the scientific and technical staff as necessary in the development of other technical documentation;
 - (d) Support the Director and Programme Manager in the preparation of official documents and reports for the GEO Executive Committee and Plenary, as appropriate;
 - (e) In close coordination with the Secretariat Expert team (Senior Scientific Officers and Senior Programme Officers), ensure the efficient implementation of the monitoring, update and reporting of the GEO Work Plan. Participate in developing a coordination mechanism to reinforce synergies among existing tasks;
 - (f) Work with the Secretariat Expert Team in communicating Committee contributions and recommendations regarding the Work Plan to task leads and participants. Establish and maintain a dialogue with GEO Work Plan contributors to build on experience and identify opportunities for adjusting the Work Plan's process;
 - (g) Support the Director and Expert Team in the preparation of future Work Plans and updates;
 - (h) Develop and maintain a history of the GEO Work Plan's implementation and track record of "lessons learned". Ensure proper Work Plan Task Sheet quarterly updates and associated reports, and maintain accurate records and statistics on GEO Task reporting;
 - (i) Other duties as assigned.
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