

World Meteorological Organization Organisation météorologique mondiale

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Temps • Climat • Eau Weather • Climate • Water

VACANCY NOTICE No. 1711 DEADLINE FOR APPLICATION: 17 April 2008					
POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT	
Administrative Officer	P.3*	Geneva	15 June 2008 or as soon as possible thereafter	Fixed-term of two years with possibility of renewal	
ORGANIZATIONAL UNIT			Applications from suitably qualified female and male candidates are equally welcome. Applications from female candidates are especially encouraged.		
Secretariat of the Intergovernmental Panel on Climate Change (IPCC)					
DUTIES AND RESPONSIBILITIES			QUALIFICATIONS		
(Please see reverse)			Education		
			Advanced university degree in public or business administration, finance or related field.		
			Experience		
			At least five years of progressively administration of which at least organization dealing with accour budgeting and procurement. Good and socio-economic issues.	three years in an international nting, analysis of expenditures,	
			Other requirements		
			Sound knowledge of information knowledge of administrative and f Secretariat, as well as IT services and excellent interpersonal skills. multicultural environment.	inancial procedures of the IPCC. Maturity of judgement, initiative	
			Languages		
			Excellent knowledge of English of knowledge of the other language languages of the Organization would	e. Knowledge of other official	
			(Note: The working languages of t and French. The official language Chinese, English, French, Russian a	s of the Organization are Arabic,	
* The Secretary-General may app within three years of appointme			dvertized grade of the post, with the po erformance.	ossibility of promotion to that grade	
SALARY, ALLOWANCES AND C (See attached notes for detailed Annual net base salary on initial a	l information or	allowances and othe US\$ 56,145 for s	r benefits) taff members with dependants taff members without dependants		
			taff members with dependants taff members without dependants		
This post adjustment, which is sub	pject to change v	vithout notice, is paid in	addition to the net basic salary.		
or downloaded from the Internet a	t http://www.wm	o.ch/web/hrm and shou	story Form which may be obtained fror Id be addressed <u>under confidential cov</u> n, P.O. Box 2300, 1211 Geneva 2, Swi	er to:	
Due to the expected volume of a further interest will be contacted.	,		not be acknowledged individually. Only	y applicants in whom WMO has a	

Date of issue of vacancy notice: 19 March 2008

WORLD METEOROLOGICAL ORGANIZATION

VACANCY NOTICE No. 1711, ANNEX

ADMINISTRATIVE OFFICER

Duties and responsibilities

Under the general supervision of the Secretary of the Intergovernmental Panel on Climate Change (IPCC), the incumbent will perform the following duties:

Budget and finance:

- (a) Compile relevant information and draft the IPCC budget document in line with the IPCC Programme and related guidelines provided by the heads of the IPCC Technical Support Units and other IPCC officers;
- (b) Collaborate with the WMO Finance Division on issues related to IPCC expenditures to ensure conformity to IPCC rules prior to submission by the IPCC Financial Task Team and the Panel, as well as with relevant working units as related to requirements, improving budget reporting systems and the cost-effective utilization of the financial resources of the Programme;
- (c) Coordinate, supervise and provide guidance to support staff on financial, administrative and management information matters, including appropriate procedures and practices;
- (d) Develop proposals, letters of agreement and other procurement requests, calls for tender and monitor the implementation thereof;
- (e) Be fully responsible for billing various services and for monitoring and evaluating vendors' contracts, payment to vendors and individual contractors for services;

General administration and information technology:

- (f) Draft a broad range of internal and external communications/documents, including memoranda, summaries for discussion, presentations, proposals, etc.;
- (g) Conduct research/assessment and recommend action/improvement of IPCC work practices and procedures, including communication and cooperation with technical support units;
- (h) Collaborate and facilitate the preparation and implementation of the work programme with the IPCC Technical Support Units and other IPCC officers to ensure the timely and coordinated preparation of documentation, the smooth running of meetings, and the timely and high quality publication of IPCC reports;
- Serve as focal point with the Conference Services and the host countries in all aspects related to the preparation of IPCC sessions, its Bureau and other meetings organized by the IPCC Secretariat;
- (j) Review the existing workflow and identify areas of improvement, in particular through the use of innovative technology to streamline the workflow and communication, including the identification of office information technology needs and maintenance of equipment, software and systems, working closely with IT specialists to ensure that IPCC makes full use of up-to-date information technology; guide and supervise staff in the application thereof;
- (k) Carry out other relevant duties as required.