



# WORLD METEOROLOGICAL ORGANIZATION

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## 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;
  - (i) 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.
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