



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
Temps • Climat • Eau

VACANCY NOTICE No.1915, Rev.
DEADLINE FOR APPLICATION: 19 September 2015

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Secretary, Intergovernmental Panel on Climate Change	D.2*	Geneva	1 January 2016 or as soon as possible thereafter	Fixed-term of two years**
ORGANIZATIONAL UNIT			Previous applicants do not need to re-apply as their original applications will be duly considered. Applications from suitably qualified female and male candidates are equally welcome. The statutory retirement age after 1 January 2014 is 65. For external applicants, only those who are expected to complete the term of appointment will normally be considered.	
Intergovernmental Panel on Climate Change (IPCC)				
DUTIES AND RESPONSIBILITIES			QUALIFICATIONS	
(See reverse side)			<i>Education</i>	
			Post-graduate university degree in meteorology, climatology, hydrology, oceanography, agrometeorology, engineering, natural science, water management or a related field. A PhD or equivalent, in the fields of atmospheric science, climatology, hydrology, oceanography or a related science would be a distinct advantage.	
			<i>Experience</i>	
			At least 15 years of combined national and international progressively responsible experience in senior positions in a national and/or preferably an international organization, a National Meteorological or Hydrological Service, a national or regional water resources agency, or an academic institution in theoretical and/or applied meteorology/ climatology/hydrology with a significant amount of international involvement. Familiarity with the working practices of international organizations, such as WMO, including creation and management of partnerships within the United Nations and beyond. Experience of IPCC processes and in the field of physical climate studies would be a distinct advantage. Experience of the UN system would also be an advantage.	
			<i>Other requirements</i>	
			Excellent managerial and supervisory skills, including budget planning and control, change management, resource mobilization and project management are essential. A well-developed capacity for planning, organizing and managing complex international programmes, coordination mechanisms and geographically distributed secretariats or teams. Ability to work effectively in a multicultural environment and liaise at different levels ranging from high-level policymakers to fellows and early career scientists. Proven track-record in managing multi-disciplinary and cross-cutting programmes. Maturity of judgment, initiative, creativity; excellent interpersonal and communication skills both orally and in writing.	
			<i>Languages</i>	
			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.				
** Possibility of renewal pending satisfactory performance after an initial probationary period of one year, which can be extended up to a maximum of two years.				
SALARY, ALLOWANCES AND OTHER BENEFITS				
Annual net base salary on initial appointment is US\$ 113,443 for staff members with dependants				
US\$ 104,219 for staff members without dependants				
Annual post adjustment on initial salary is US\$ 101,531 for staff members with dependants				
US\$ 93,276 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 <u>under confidential cover</u> to:				
The Secretary-General, World Meteorological Organization, P.O. Box 2300, 1211 Geneva 2, Switzerland				

Date of issue of vacancy notice: 19 August 2015

WORLD METEOROLOGICAL ORGANIZATION

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VACANCY NOTICE No. 1915, Rev., ANNEX

SECRETARY, INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE (IPCC)

DUTIES AND RESPONSIBILITIES

Under the direct administrative supervision of the Secretary-General of WMO, the incumbent will work with the Chairperson of the IPCC on the implementation of the work programme and budget of the IPCC and will report to the Secretary-General of WMO, to the Executive Director of UNEP and to the Chairperson of the IPCC. The specific responsibilities include:

Secretariat and the Technical Support Units:

- (a) Supervise the staff in, and be responsible for, the day-to-day operation of the IPCC Secretariat;
- (b) Guide, coordinate and oversee the functioning of the Technical Support Units of the IPCC Working Groups and Task Forces;

Sessions of the IPCC and its bodies:

In consultation with the Chairperson of the IPCC:

- (c) Negotiate with host governments as needed or otherwise, to arrange for the meetings of the IPCC and of its Bureau, the Executive Committee, Working Groups and various working mechanisms;
- (d) Efficiently and effectively plan, coordinate, finalize and distribute pre-session and in-session documentation for the sessions of the IPCC and its Bureau;
- (e) Be responsible for the reports of the sessions of the IPCC plenary and its Bureau;
- (f) Be responsible for the preparation of the document on the IPCC Work Programme and Budget for the sessions of the IPCC and as needed for the sessions of the IPCC Bureau;

Finance:

- (g) Manage the IPCC Trust Fund(s) and carry out fund-raising activities in accordance with the directives of the panel and the IPCC Financial Procedures;

IPCC products:

- (h) Arrange for the translation and publication of the IPCC products in coordination with the Technical Support Units, as appropriate;

Liaison:

- (i) Oversee the implementation of the IPCC communication strategy and the information management for the IPCC;
- (j) On behalf of the IPCC, liaise with the members of the IPCC and of its Bureau, Working Groups and Task Forces;
- (k) In consultation with the Chairperson of the IPCC, liaise with and, as agreed, ensure the representation of the IPCC at other programmes/bodies including the World Climate Research Programme, Future Earth, the United Nations Framework Convention on Climate Change and its protocols, the Convention on Biological Diversity and its protocols, the Intergovernmental Platform on Biodiversity & Ecosystem Services, the United Nations Convention to Combat Desertification and its protocols, the Vienna Convention on the Ozone Layer and its protocols, relevant United Nations Committees and Programmes and Specialized Organizations;
- (l) Maintain close interaction with the management and relevant offices of both the UNEP and WMO Secretariats to enable smooth and effective implementation of the day-to-day functions of the IPCC Secretariat;
- (m) Arrange for appropriate senior level and regular reporting to IPCC co-sponsor governing bodies;

Developing/transitional economy countries:

- (n) Promote the participation in IPCC work of experts from developing countries and countries with economies in transition;
- (o) Carrying out other relevant duties as required.
