



# WMO - World Meteorological Organization

**Terms of Reference Chiffre Nr. 2023-1-13**

## **Junior Professional Officer Programme (JPO)**

### **I. General Information**

**Title:** Junior Professional Officer

**Organization:** WMO - World Meteorological Organization

**Sector of Assignment:** WMO Severe Weather Forecasting Programme (SWFP)

**Office:** Services Department (S)/Disaster Risk Reduction and Public Services Branch

**Country and Duty Station:** Geneva, Switzerland

**Duration:** 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance

**Please note that for participants of the JPO-Programme two years work experience are mandatory!** Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

### **II. Supervision**

**Title of Supervisor:** SWFP Coordinator

**Content and methodology of supervision:**

- Attend meetings with the supervisor/ SWFP coordinator and Director/DPS as necessary
- Perform tasks according to a work plan with clear objectives/key results established in line with WMO's Performance Appraisal Report (PAR) policy
- Participate in Branch and Department meetings and selected external meetings (including managerial level) to ensure integration and operational effectiveness
- Receive guidance and advice in relation to learning and training opportunities within the field of expertise

### **III. Duties, Responsibilities and Output Expectations**

Under the overall guidance of the Director/DPS, the supervision of the SWFP coordinator, the incumbent will perform the following duties:

1. Assistance to the SWFP coordinator on coordination of SWFP activities including related to SWFP sub-regional programmes implemented or developed in various sub-regions of the world;
2. Assistance with liaising with relevant centres of the WMO Global Data Processing and Forecasting System (GDPFS) including World Meteorological Centres (WMCs), Regional Specialized Meteorological Centres (RSMCs), and National Meteorological and Hydrological Services (NMHSs)/National Meteorological Centres (NMCs) involved in SWFP, and contribute to supporting SWFP Regional Subprogrammes and the Members/NMHSs involved;
3. Assistance in strengthening and scaling up SWFP contributions to Early Warnings for All - The UN Global Early Warning Initiative for the Implementation of Climate Adaptation;
4. Assistance with developing project proposals and/or providing input for such proposals for submission to development partners and donors to seek resources and align project activities in support of SWFP and the Members involved;
5. Assistance with liaising with the relevant experts as well as the relevant expert teams under the Standing Committee on Disaster Risk Reduction and Public Services (SC-DRR) of the Services Commission of WMO to support the implementation of SWFP related decisions by the WMO constituent bodies including for the development of the implementation plan for multi-hazard early warning system (MHEWS) interoperable environment framework (MIE framework) considering synergies/integration of SWFP, Tropical Cyclone Programme (TCP), the Flash Flood Guidance System (FFGS) and the Coast Inundation Forecasting Initiative (CIFI) and the riverine flooding as well as to refine the individual SWFP overall design and implementation;
6. Assistance in developing synergies and integration of SWFP as feasible with other relevant WMO programmes and initiatives e.g., TCP, CIFI, FFGS and the riverine flooding etc. in support of the implementation of MIE framework;
7. Assistance with planning and organization of the meetings of SWFP Regional Subprogramme Management Teams (RSMTs), SWFP training workshops and the relevant expert teams and advisory groups under SC-DRR;
8. Carry out other relevant duties as required.

### **IV. Qualifications and Experience**

**Education: Master's degree** from a recognized university or technical institute in meteorology, atmospheric science, hydrology, geography, or related field.

**Work experience:**

A minimum of two years of experience in meteorology, hydrology and/or climate services preferably in operational meteorology and project management for decision-making relevant

to severe weather forecasting, early warning systems and disaster risk reduction. Experience with statistics, data analysis, and use of GIS software/tools would be an advantage.

**Languages:**

Excellent knowledge of English (spoken and written). Knowledge of other official languages of the WMO Secretariat 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.)

**Other skills:**

Ability to write well-structured reports and deliver presentations. Strong organizational and communications skills and ability to work efficiently in a multicultural environment and to plan, organize and manage multiple workloads. Practical knowledge of Microsoft Windows and Office.

**Assessment:**

Evaluation of qualified candidates may include an assessment exercise which will be followed by competency-based interview.

**V. Learning Elements**

On completion of the assignment, the JPO will have:

- Gathered a deep understanding and knowledge of all relevant mechanisms and stakeholders in the context of the WMO and specifically the DPS-related and departmental activities;
- Gained insight into communications with a variety of stakeholders including Member States and their National Meteorological and Hydrological Services (NMHSs) and governing bodies of WMO;
- Developed presentation skills and have benefitted from gradually enhanced exposure to senior officers and managers at WMO;
- Been exposed to coordination, decision-making and experience exchange at technical and senior level across WMO and other UN System organizations and entities;
- Developed a good overview of WMO and of inter-agency mechanisms and an understanding of the individual mandates, priorities and challenges of UN system organizations and entities;
- Built a professional network across the WMO and other UN system organizations.

**V. Background Information**

**The World Meteorological Organization (WMO)** is a specialized agency of the United Nations (UN) with as of 2020, 193 Member States and Member Territories. It is the UN system's authoritative voice on the state and behaviour of the Earth's atmosphere, its interaction with the land and oceans, the weather and climate it produces and the resulting distribution of water resources.

The mission of WMO is to:

- Facilitate worldwide cooperation in the establishment of networks of stations for the making of meteorological observations as well as hydrological and other geophysical observations related to meteorology, and to promote the establishment and maintenance of centres charged with the provision of meteorological and related services.
- Promote the establishment and maintenance of systems for the rapid exchange of meteorological and related information.
- Promote standardization of meteorological and related observations and to ensure the uniform publication of observations and statistics.
- Further the application of meteorology to aviation, shipping, water problems, agriculture and other human activities.
- Promote activities in operational hydrology and to further close cooperation between Meteorological and Hydrological Services.
- Encourage research and training in meteorology and, as appropriate, in related fields, and to assist in coordinating the international aspects of such research and training.

**UN competencies:**

**Professionalism:** Conceptual analytical and evaluative skills to conduct independent research and analysis on environment and climate issues, particularly as they relate to business. Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO) unter  
Angabe der Chiffre Nr. 2023-1-13 auf dem Bewerbungsbogen**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**