I. General Information

<table>
<thead>
<tr>
<th>Title:</th>
<th>Junior Professional Officer</th>
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<tr>
<td>Organization</td>
<td>WMO - World Meteorological Organization</td>
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<td>Sector of Assignment:</td>
<td>Business Processes and Performance Management; Administration</td>
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<td>Office:</td>
<td>Cabinet Office of the Secretary-General (COSG); Monitoring, Evaluation, Risk and Performance Unit (MERP)</td>
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<td>Country and Duty Station:</td>
<td>Geneva, Switzerland</td>
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<td>Duration:</td>
<td>2 years with possibility of extension for another year. Please note that the extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance</td>
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Please note that for participants of the JPO-Programme two years work experience are mandatory!

II. Supervision

Title of Supervisor: Head of MERP

Content and methodology of supervision:
- Bi-weekly meetings with supervisor
- establishment of a work plan, with clear key results
- participation in meetings including managerial level to ensure integration and operational effectiveness
- guidance and advice in relation to learning and training opportunities within the field of expertise

III. Duties, Responsibilities and Output Expectations

- Participates in the analysis, modelling, optimizing, implementation, automation, monitoring and evaluation of WMO key organizational processes (e.g. planning, monitoring and evaluation, risk and quality management, management of organizational performance etc.)
• Apply business intelligence and data analysis methods to support planning, monitoring and reporting, including the development of performance and decision-support dashboards for the Executive Management and the Board of Directors
• Contribute in the preparation of policy and procedures documents (e.g. Rules, Standing Instructions, working practices)
• Assist and engage in the organization of workshops, meetings and interactive sessions with Departments to discuss continuous improvement opportunities
• Carries out research on best practices within the UN system and other international organizations
• Contribute to the development of tools to monitor processes and research opportunities for process automation
• Support data quality assurance and the production of periodic reports, presentations, story maps, infographics and visualizations;
• Prepare training materials and various presentations for different audiences (Executive Management, Board of Directors, subject-matter experts and staff at large)
• Performs other duties as required.

IV. Qualifications and Experience

**Education:** MSc or equivalent Master’s Degree from a recognized university or technical institute in business administration, computer science or other relevant field of study, preferably with some exposure to or interest in business process management, project management, business intelligence and automation.

**Work experience:** a minimum of 2 years of professional experience in one or more of the following areas: administration, business intelligence and process management, and project management.

**Languages:** Excellent knowledge of English. Knowledge of other official languages of the WMO Secretariat would be an advantage. (The working languages of the WMO Secretariat are English and French. The official languages of the Secretariat are Arabic, Chinese, English, French, Russian and Spanish.)

**Other skills:** Ability to work efficiently in a multicultural environment. Good knowledge of methodologies used for business process management and project management. Excellent IT skills (Excel, MS Office Visio, Power BI, MS Dynamics, any project management software). Good communication skills.

**UN competencies:**

**Professionalism:** Possesses strong analytical and problem solving skills to conduct business process assessments, including automation; possesses data management and business intelligence skills and shows attention to details. Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

**Communication:** Able to structure a large amount of information and provide clear communication of complex data findings and methodologies to audiences at different levels. 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:** Able to work on multidisciplinary engagements with other teams and functional process owners; 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.
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 Cabinet Office of the Secretary-General, particularly its performance and risk management functions
- Developed a good overview of WMO management and administrative processes as well as relevant practices in the UN system
- Good understanding of process, business intelligence and project management methodologies
- Developed the ability to draft policies and procedures documents
- Gained insight into communication with a variety of stakeholders including Executive Management, Managers and staff members
- Developed presentation skills (data visualization and reporting)

VI. Background Information

The World Meteorological Organization (WMO) is a specialized agency of the United Nations (UN) with 191 Member States and 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.

Bitte senden Sie Ihre Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO).
Alle Informationen unter www bfio.de