



VACANCY NOTICE No. 2076
DEADLINE FOR APPLICATION: 6 May 2020

POST Director	GRADE D.2*	DUTY STATION Geneva	COMMENCEMENT OF DUTY 1 June 2021 or as soon as possible thereafter	NATURE OF APPOINTMENT Fixed-term of three years**
ORGANIZATIONAL UNIT Group on Earth Observations (GEO) Secretariat			WMO is committed to achieving diversity and a balanced workforce. Applications are welcome from qualified women and men, including those with disabilities. The statutory retirement age is 65. For external applicants, only those who are expected to complete the term of appointment will normally be considered.	
DUTIES AND RESPONSIBILITIES (See Annex)			<p>QUALIFICATIONS</p> <p>Education</p> <p>Masters degree or equivalent in natural, social, or applied sciences. A Doctorate or equivalent relevant to GEO activities would be an advantage.</p> <p>Experience</p> <p>A minimum of 15 years combined national and international experience, including organizational management at a senior or executive level. This includes sound financial and human resources management, demonstrated capacity to lead an intergovernmental organization as well as the capacity for formulating and successfully executing organizational strategies and plans. Experience with a wide range of stakeholders (including, but not limited to national governments and national agencies, international organizations, non-profit organizations, and the private sector) as well as the public in general.</p> <p>Other requirements</p> <p>Demonstrated ability to build, maintain, and leverage partnerships across multiple sectors for the advancement of organization goals and priorities. Ability to communicate and serve as a persuasive and engaging proponent of the need for GEO and GEOSS in building a sustainable world for the future, and for the role of the GEO Secretariat office to improve global coordination to achieve that future state. Comprehensive knowledge of Earth Observation capacities (remote sensing, ground stations, citizen observations). Broad understanding of the application of Earth observations and environmental information in the Societal Benefit Areas and the societal benefits derived from them. Solid understanding of economic, social, and technological trends and factors as they relate to the implementation of the GEO Strategic Plan 2016-2025: Implementing GEOSS. Experience using Microsoft Office applications. Excellent leadership, teamwork and decision-making skills. Maturity of judgment, initiative, strategic thinking, and originality of ideas balanced with the sensitivity to work within an established organization. Ability to engage, negotiate with stakeholders, and integrate institutions in an international, multi-cultural environment. Demonstrated ability to lead people, to communicate effectively with a wide range of technical and non-technical audiences, and to foster a culture of inclusion within the organization.</p> <p>Languages</p> <p>Excellent knowledge of English (both oral and written). Knowledge of other working and/or official languages of the WMO Secretariat would be an advantage.</p> <p>(Note: the working language of the Group on Earth Observations Secretariat is English. The official languages of WMO are Arabic, Chinese, English, French, Russian and Spanish.</p>	
* The Secretary-General, in consultation with the GEO Executive Committee, 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 subject to the availability of funds and pending satisfactory performance after an initial probationary period of one year, which can be extended up to a maximum of two years.				
SALARY AND ALLOWANCES Annual net base salary on initial appointment is US\$ 111,502. Annual post adjustment on initial salary is US\$ 85,411 (in addition to the net base salary). The net base salary and post adjustment are subject to change without notice.				
APPLICATIONS: Applications should be made online through the WMO e-recruitment system at https://erecruit.wmo.int/public/ . Do not send your application via multiple routes. Only applicants in whom GEO has a further interest will be contacted. Shortlisted candidates may be required to sit a written test and/or an interview.				

VACANCY NOTICE No. 2076, ANNEX

DIRECTOR

Duties and responsibilities

Overall policy and programmatic direction and supervision for this position come from the Group on Earth Observations (GEO) Executive Committee. The GEO Secretariat Director is accountable to the WMO Secretary-General for administrative matters in accordance with the WMO Financial and Staff Rules and Regulations. The incumbent will perform the following duties:

Policy and planning

- (a) Informs the Executive Committee (EXCOM) about the important factors affecting the mission of GEO and prepares positions and strategies upon request of EXCOM;
- (b) Develops and executes multi-year and annual GEO Secretariat operations plans, aligned with the strategies and policies approved by Plenary and Ministerial Summit, updated by the Executive Committee, identifies resource requirements to achieve the plans, and annual performance metrics for the plan execution;
- (c) Engages in strategic planning to maintain and expand the long-term sustainability of GEO's applications and products in consultation with the Plenary and Executive Committee.

Management and administration

- (a) Oversees the GEO Secretariat in preparing and supporting meetings and other work of the Plenary, Executive Committee, Programme Board and other sub-entities, as appropriate;
- (b) Takes work continuity and sustainability into consideration, and supports the Lead GEO Co-chair(s) to identify core issues for Executive Committee and Plenary agendas and facilitates effective discussions and clear outcomes in the Executive Committee, enabling it to fulfill its governance functions, as appropriate;
- (c) Develops and executes annual GEO Secretariat operating budget and oversees the use of GEO Trust Fund resources, ensuring financial responsibility in compliance with the relevant WMO rules;
- (d) Manages human resources of the Secretariat, including the development of a staffing plan, recruitment of qualified candidates, supervision and evaluation of staff performance, and creates an inclusive work environment that entails trust, creative thinking, collaboration, transparency, and recognition;
- (e) Invests in directing and overseeing day-to-day activities of the Secretariat.

Stakeholder engagement

- (a) Develops and recommends to the Executive Committee actions for executing GEO's engagement strategy;
- (b) Advocates for, communicates and demonstrates the value of Earth observations and GEO to a wide range of external stakeholders, consistent with the engagement strategy endorsed by the Executive Committee;
- (c) Develops and maintains strategic relationships and build partnerships with a wide range of stakeholders through an inclusive approach, cultivating and pursuing opportunities for co-designing projects, involving downstream users, the private sector, and other partners as appropriate;
- (d) Maintains a solid understanding of priorities, interests and capacities of the GEO community and engages with GEO's Member Governments, Participating Organizations, and Associates to stimulate their involvement in GEO's priority activities;
- (e) Duly and systematically shares the lessons learned during the Implementation of GEOSS among stakeholders.

Compliance

- (a) Assures compliance of Secretariat's activities with applicable WMO legal, regulatory and ethics rules;

Carry out other relevant duties as required.
