

**OFFICE OF THE HEAD OF THE LOCAL GOVERNMENT SERVICE
(OHLGS)**

*In case of reply, the number
and the date of this letter
should be quoted*



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Our Ref: OHLGS/FC/45/09

Date: 21/06/2022

Your Ref:

**RE: NOTIFICATION OF VACANCY AT THE WORLD METEOROLOGICAL
ORGANIZATION (WMO)-NAIROBI, KENYA**

The World Meteorological Organization is announcing the above-mentioned vacancy interested persons to submit applications:

Job Title: Representative for Eastern and Southern Africa (P4)
Duty Station: Nairobi, Kenya
Deadline for submission: 21st June, 2022

2. Application should be submitted through the online Recruitment system:
<http://www.erecruit.wmo.int/public>

3. Applicants are kindly asked to notify the candidatures Unit of the Ministry of Foreign Affairs and Regional Integration of their submitted applications, for information purposes only, through the following email address:
vacancies.internationalorgs@mfa.gov.gh

4. The contract is valid for two (2) years.

5. The relevant job description with the qualifications required, as well as all other useful information is attached.

PETER ESSAIM ASANTE
DIRECTOR, HRM
for: HEAD OF SERVICE

ALL HON. MINISTERS
Attn: All Regional Co-ord Directors

ALL HON. CHIEF EXECUTIVES
Attn: All MMDCDs



World Meteorological Organization
Organisation météorologique mondiale

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VACANCY NOTICE NO: 2193
DEADLINE FOR APPLICATION: 21 June 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
WMO Representative for Eastern and Southern Africa	P4	Nairobi, Kenya	To be determined	Fixed-term - 2 years
ORGANIZATIONAL UNIT		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 after 1 January 2014 is 65. For external applicants, only those who are expected to complete the term of appointment will normally be considered.		
WMO Office for Eastern and Southern Africa Member Services and Development Department				
DUTIES AND RESPONSIBILITIES		QUALIFICATIONS		
<p>Under the guidance of the Director, Regional Office for Africa (RAF) and the overall supervision of the Director, Member Services and Development (MS) Department, the incumbent will perform the following duties:</p> <p>(a) Contribute to the implementation of resource mobilization (RM) activities within the subregion in coordination with WMO technical departments and through collaboration with regional and international organizations, including regional development partners;</p> <p>(b) Assist Members in the subregion in the preparation and updating of Strategic Development Plans and National Frameworks for Weather-Water and climate Services, identification of requirements and resources for the further strengthening and development of the National Meteorological and Hydrological Services (NMHSs) and in the formulation of relevant project proposals including implementation in support of the Services, and to further maintain updated country profiles;</p> <p>(c) Assist Members in the development of project proposals for funding and their implementation, including monitoring and evaluation of the project activities;</p> <p>(d) Participate in the organization of sessions of Regional Associations and follow-up actions in the implementation of decisions with regard to the implementation of the Regional Programme in the subregion. Contribute to the preparation of documents for the Executive Council and Congress within the mandate of MS and, in particular, RAF;</p> <p>(e) Establish partnerships and work with regional and subregional groups in the subregion, which include the African Union (AU), the Intergovernmental Authority on Development (IGAD), the East African Community (EAC), the Southern African Development Community (SADC) and the Common Market for Eastern and Southern Africa (COMESA), in the implementation of meteorological, hydrological, and environmental programmes and attend their meetings, as appropriate. Provide technical support in the organization of the annual meetings of Directors/Heads of NMHSs in each subgroup and the work of the African Ministerial Conference on Meteorology (AMCOMET);</p> <p>(f) Support the organization of WMO regional events such as seminars, workshops, technical conferences and other activities planned by the technical departments and participate, as necessary, in these events. Some of these include the work of the RA I Management Group, Committee, including the RA I Tropical Cyclone Committee for the South West Indian Ocean;</p>		<p>Education Master's degree or equivalent in meteorology, hydrology or environmental related sciences, and professional training in meteorology or a relevant field. Additional training in international cooperation and project management would be an advantage.</p> <p>Experience At least seven years of national and international progressively responsible experience in management, preferably in a National Meteorological Service or a related environmental institution. Knowledge of United Nations structures and working processes. Having participated in WMO meetings, workshops and other events and having worked as a UN and/or WMO consultant or a member of a WMO working group or a rapporteur would be an advantage.</p> <p>Other requirements Sense of responsibility, maturity of judgement and initiative. Ability to plan, organize and manage. Ability to maintain discussions with senior national officials of the Region. Strong sense of diplomacy and tact are required. Awareness of the needs of Members. Knowledge of WMO Programmes and evolving development policies. Good knowledge of project formulation and project management. Ability to work in a multicultural environment and to foster diversity and team spirit.</p> <p>Languages Excellent knowledge of English (both oral and written). Knowledge of other official languages of the Organization would be an advantage.</p> <p>(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)</p>		

(g) Provide support to capacity development and training activities at the Regional Training Centres (RTCs) and Regional Specialized Meteorological Centres (RSMCs) in the region and assist the Education and Training (ETR) Office in the management of WMO fellows;

(h) Support the identification and documentation of the capabilities and gaps of Members and the regular update of the WMO Country Profile Database (CPDB)/WMO Community Platform, in collaboration with the technical coordinators as well as the organization of assessment missions, including post disaster assessment missions to countries;

(i) Represent WMO at meetings in countries in the subregion, including at the African Union (AU), the United Nations Office in Nairobi (UNON), the United Nations Environment Programme (UNEP) United Nations Disaster Risk Reduction (UNDRR) and UN-HABITAT, and, in particular, be a Member of the UN Interagency Group in Nairobi. Participate in high-level meetings of the United Nations Office in Nairobi and Governing Council meetings of UNEP and UN HABITAT and other conferences. Further, keep abreast with regional programmes, and initiatives in the subregion. Where appropriate seek partnerships with these organizations for development of NMHSS;

(j) Carry out the financial and administrative functions of the WMO Office in Nairobi;

(k) Support the implementation of the WMO Reform;

(l) Support the president and vice-president of Regional Association I in their duties;

(m) Carry out other relevant duties as required.

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 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\$ 75602

Annual post adjustment on initial salary is: US\$ 23815 (in addition to the net base salary)

Additional Information:

Only applicants in whom WMO has a further interest will be contacted. Shortlisted candidates may be required to sit a written assessment and/or an interview.

Due to the currently ongoing review of WMO's regional structure, the duty station of this post may change to another location in the Africa Region.

Date of issue of vacancy notice: 24 May 2022