

WORLD METEOROLOGICAL ORGANIZATION

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VACANCY NOTICE No. 1786, ANNEX

DIRECTOR, GROUP ON EARTH OBSERVATIONS (GEO) SECRETARIAT

Duties and responsibilities

Overall policy and programmatic direction and supervision for this position come from the Group on Earth Observations (GEO). 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 be responsible for:

- a) The efficient operation of the GEO Secretariat, which includes 18-20 staff positions, to facilitate and support GEO activities;
- b) The preparation and submission, for Plenary approval, of the Annual Work Plan, including activities and budgets;
- c) Supporting the implementation by Members and Participating Organizations of the Annual Work Plan and executing expenditure of the Budget;
- d) The provision of annual reports on the performance of GEOSS, including milestones of the Annual Work Plan;
- e) The provision of annual reports on Secretariat operations, including execution of annual budget expenditures;
- f) The organization, preparation, and support to meetings and other work of the GEO Plenary, Executive Committee and other GEO Committees and working groups;
- g) Activities to identify and secure funds for Secretariat operations and GEO activities in accordance with the direction of GEO;
- h) The implementation of the GEO communication strategy as outlined in the Annual Work Plan;
- i) The organization of GEOSS user and other forums as required, in coordination with GEO committees as appropriate;
- j) Facilitating overall cooperation and liaison with GEO Members and Participating Organizations, and other programmes and bodies as appropriate or as needed to 'support the work of GEO, with particular emphasis on existing systems and Earth observation coordination mechanisms;
- k) Identifying staffing and other resources necessary to support the Annual Work Plan, developing indicators for Secretariat performance and reporting to Plenary on Secretariat performance against these indicators;
- l) Ensuring that an open and transparent process is utilized for all employment to the Secretariat, including short-term contractors, and for the designation of experts to the various GEO committees and working groups;
- m) Facilitating and coordinating the updating of the 10-Year Implementation Plan as directed by the Plenary;
- n) Conducting the day-to-day administrative activities of the Secretariat;
- o) Carrying out additional duties as required by GEO.

Activities are generally at a high level with representatives of governments and international organizations, usually at the Assistant Director General level or higher.
