

**MEMORANDUM**

**To:** GEO Principals  
**From:** Jack Metthey, Chair Selection Panel  
**Date:** 28 March 2017  
**Subject:** Vacancy Notice – GEO Secretariat Director

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On behalf of the Selection Panel charged by the Executive Committee with the process to recruit the next Director of the GEO Secretariat, I am pleased to inform you that the Vacancy Notice has now been published by WMO.

At its meeting on 9 March, the GEO Executive Committee recommended that there should be a widespread advertisement of the opportunity in order to attract the best possible candidates worldwide. For this reason, you are invited to share this Notice as widely as possible and to take steps to attract the attention of potential (excellent!) candidates.

A copy of the Vacancy Notice is attached to this email. The Notice may also be consulted online at <https://erecruit.wmo.int/public/>.

Please note that all applications must be made via the WMO e-recruit website. All queries on the vacancy should also be addressed to WMO.

**Panel Members:**

- African Caucus: Philemon Mjwara;
- Americas Caucus: Stephen Volz;
- Asia Oceania Caucus: Toichi Sakata;
- CIS Caucus: Vasily Asmus;
- European Caucus: Jack Metthey (Chair).



World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat  
7 bis, avenue de la Paix – Case postale 2300 – CH 1211 Genève 2 – Suisse  
Tél.: +41 (0) 22 730 81 11 – Fax: +41 (0) 22 730 81 81  
wmo@wmo.int – www.wmo.int

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VACANCY NOTICE NO: 1995  
DEADLINE FOR APPLICATION: 15 May 2017

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Director, GEO	D2	Geneva, Switzerland	1 July 2018 or as soon as possible thereafter	Fixed-term - 3 years
<b>ORGANIZATIONAL UNIT</b> Group on Earth Observations Secretariat			Applications from suitably qualified female and male candidates are equally welcome. 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.	
<b>DUTIES AND RESPONSIBILITIES</b>  Overall policy and programmatic direction and supervision for this position come from the Group on Earth Observations (GEO) Executive Committee acting on behalf of the GEO Plenary. For administrative matters only, specifically for compliance with WMO Financial and Staff Rules and Regulations, the GEO Secretariat Director is accountable to the WMO Secretary-General. The Director will perform the following duties:  Policy and planning (a) Informs the Executive Committee about the important factors affecting the mission of GEO and recommends positions and strategies; (b) Develops and executes multi-year and annual operations plans, aligned with the strategies and policies approved by Plenary, identifies resource requirements to achieve the plans, and annual performance metrics for the plan execution;  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) Works with 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 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, evaluation of staff performance, and creates a work environment that encourages creative thinking, collaboration and transparency; (e) Directs and oversees other 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 the value of Earth observations and GEO to a wide range of external stakeholders; (c) Develops and maintains strategic relationships with stakeholders, cultivating and pursuing opportunities for co-designing projects, involving downstream users and private sector; (d) Maintains a solid understanding of priorities, interests and capacities of the GEO community and engages with GEO's Member Governments and Participating Organizations to stimulate their involvement in GEO's priority activities;			<b>QUALIFICATIONS</b>  <i>Education</i> Masters degree or equivalent in natural, social, or applied sciences. A Doctorate or equivalent would be an added advantage.  <i>Experience</i> A minimum of 15 years of national and international progressively responsible 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 national governments, international organizations, non-profit organizations and the private sector) as well as the public in general. The applicant should also be capable of serving as a persuasive and engaging proponent of the need for the Group on Earth Observations (GEO) and the Global Earth Observation System of Systems (GEOSS) in building a sustainable world for the future. Demonstrated capacity in leading and motivating culturally diverse staff and fostering team spirit.  <i>Other requirements</i> Solid scientific literacy and broad understanding of the application of Earth observations and environmental information in the Societal Benefit Areas. 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. Maturity of judgment, initiative, originality of ideas, and ability to engage and integrate institutions in an international, multicultural environment.  <i>Languages</i> Excellent knowledge of English. Knowledge of other working and/or official languages of the WMO Secretariat would be an advantage.  (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.)	

Compliance  
Assures compliance of Secretariat's activities with applicable WMO legal, regulatory and ethics rules.

Carry out other related duties as required.

The Secretary-General, in consultation with the 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.

The selected candidate will take up duty as Director of the GEO Secretariat on 1 July 2018, preceded by a period of transition of up to three months duration in tandem with the incumbent.

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, ALLOWANCES AND OTHER BENEFITS**

Annual net base salary on initial appointment is: US\$ 105345

Annual post adjustment on initial salary is: US\$ 83539 (in addition to the net base salary)

The net base salary and post adjustment are subject to change without notice.

#### **Additional Information:**

Only applicants in whom GEO has a further interest will be contacted. Shortlisted candidates may be required to sit a written assessment and/or an interview. The interviews are tentatively scheduled for the week of 11 to 15 September 2017.

**Date of issue of vacancy notice: 27 March 2017**