

**GOVERNMENT OF INDIA
INDIA METEOROLOGICAL DEPARTMENT
OFFICE OF THE
DIRECTOR OF METEOROLOGY
MAUSAM BHAVAN, LODI ROAD,
NEW DELHI –110003
Telegraphic Address
DIRGENMET, NEWDELHI,
Date – 1-01-2003**

WMO Vacancy Notice No.1549 for the post of Human Resources Officer in WMO, Geneva.

WMO have circulated a Vacancy Notice for the post of Human Resources Officer (P.4 level) in WMO Geneva. The required qualifications, experiences & duties for the post is indicated in the vacancy Notice (Details given)

Applications are invited from the officers drawing pay between the scales of Rs.12000-16500 & Rs.14300-18300 above in the enclosed bio-data proforma. Application along with two copies of bio-data may be sent to reach this Office latest by 15.01.2003.

Applications from officers who have had five years foreign assignment and from those who have not completed three years after coming back from foreign assignment of more than one year and those under training bond need not apply. However, there would be no ceiling for officers, who have completed 25 years of service but have completed cooling off period after return from last foreign assignment.

All applications be sent officially through the Controlling Officers indicating their inter-se-seniority. Also vigilance clearance of the officers may be indicated.

WORLD METEOROLOGICAL ORGANIZATION

Phone :Intl +41(0) 22 730 81 11

Programmes: METEOMOND GENEVE

Fax : 41 41 99 00M CH

7 bis, avenue de la Paix

Case postale No.2300

CH-1211 Geneve 2

VACANCY NOTICE No.1549

DEADLINE FOR APPLICATION: 30 January 2003

Post: Human Resources Officer (Recruitment and entitlements)

Grade: P.4*

Duty Station: Geneva

Commencement of Duty: 1 March 2003 or as soon as possible thereafter

NATURE OF APPOINTMENT: Fixed-term of two years with possibility of renewal

Organizational unit : Annex

Applications from suitably qualified female and male candidates are equally welcome, Applications from female candidates are especially encouraged.

Qualifications

Education : A University Degree in Human Resources Management, Public or Business Administration, Industrial Relations, Psychology or other Social Sciences.

Experience : A minimum of eight years of progressively more responsible human resources management experience in the United Nations system, or eight years of progressively more responsible experience in human resources management outside the United Nations system plus two years of experience within the United Nations system. Supervisory experience of at least two support staff.

Other requirements : Demonstrated capacity for planning, Organizing and managing an office environment; ability to work with standard MS office software and ability to express ideas clearly and concisely both orally and in writing. Communication and inter-personal skills; ability to coach and train.

Languages

Excellent knowledge of English or French and a good working knowledge of the Other Knowledge of other working languages of the WHO Secretariat, would be an advantage.

(Note; the working languages of the WHO Secretariat are English, French, Russian and Spanish,)

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.

SALARY, ALLOWANCES AND OTHER BENEFITS

(See attached notes for detailed information on allowances and other benefits)

Annual net base salary from-US\$61,548 to US\$80,256 for staff members with dependants

US\$57,316 to US\$74,235 for staff members without dependants

Annual post adjustment on initial salary is US\$22,034 for staff members without dependants

US\$20,519 for staff members without dependants

This post adjustment , which is subject to change without notice, is paid in addition to the net basic salary.

Applications : Applications should be made on WMO personal History Forms which may be obtained from the WMO Secretariat on request or downloaded from the Internet at <http://www.ch/web/hrm> and should be addressed to:

Chief, Human Resources Management Division

World Meteorological Organization

Case Postale No.2300,

1211 GENEVA 2,Switzerland

Date of issue of vacancy notice: 11 December 2002

Post Number: WMO-128(76)

WORLD METEOROLOGICAL ORGANIZATION

VACANCY NOTICE No.1549,ANNEX

DUTIES AND RESPONSIBILITIES

1. Supervises staff working on recruitment and entitlements.

2. Post Classification and Recruitment:

- Ensure Secretariat for the Standing Committees on Post Reclassification; negotiates contracts with external classifiers in response to needs; organizes post audit schedules;
 - Request Post Description Questionnaires for new posts and posts with substantially changes functions;
 - Ensure the processing of Vacancy Notices, their publication and the treatment of candidacies. If needed intervene with the Department requesting publications of the Notice to ensure that the functions and requirements described fall within the guidelines used by the Organization;
 - Establish screening criteria in conjunction with the supervisor of the advertised post; undertake initial screening of candidates in relation to the criteria, if requested;
 - Act as Secretary to the Staff Selection Board and the Appointment and Promotions Board, as requested. arrange for all preparatory action, including the preparation/obtaining of post description for posts with changed functions; operate a system to ensure the validity of post descriptions;
 - Brief newly recruited Professional staff on arrival at Headquarters.
3. Pensions, Compensation claims and Insurance matters:
- Supervise these functions and ensure that all services are provided including preparation of documentation for meetings; evaluation of compensation claims and preparation of the HRM Division recommendation;
 - Notify insurers of need for special risk insurance due to group travel of staff members, transport of funds or other reasons; certify insurance billings for payment;
 - Act as Organization's representative to the Executive Committee of the Staff Mutual Insurance Society against Sickness and Accident.
4. Appointment and separation of Headquarters staff, consultants and field staff;
- Responsible for the proper processing of appointment and separation actions for Headquarters staff;
 - Control terms of employment for consultants and field staff to ensure respect of the Organization's guidelines; discuss controversial employment conditions with the requesting Department; prepare recommendations to Chief, Human Resources Management Division on cases where agreement cannot be reached with the requesting Department.
5. Staff Entitlements;
- Certify entitlements for payment as delegated; evaluate requests for exceptions and recommend action to Chief, Human Resources Management Division;
 - Provide advice and/or decisions to subordinates on borderline cases not requiring exception recommendations.
6. Planning:
- Planning of staff time for delivery of services, Responsible for performance reviews;
 - Preparation of work plans for his/her area of responsibility, taking into account budget limitations and strategy requirements.

PROFORMA

1. Post for which the application submitted :
2. Name :
3. Designation :
4. Present pay :
5. Office of Posting :
6. Date of Birth :
7. Educational Qualifications :
8. Details of Training in India and Abroad :
9. Details of Foreign assignment, if any. :
10. Employment record starting with present post list in reverse order every employment giving description of work and details of experience with respect to the vacancy. :
11. Details of foreign languages known with copies of certificates. :
12. Synopsis of Experience with reference to vacancy circulated limited to one page only. :
13. Whether meets requirement as indicated in the circular. :