TERMS OF REFERENCE

Junior Professional Officer (JPO)

Associate Coordination Officer (Regional Office's Infrastructure and Service) P2

**Organizational Unit:**

Member Services and Development Department (MS), WMO Regional Office for Asia and the South-West Pacific (RAP)

**Responsibilities:**

Under the supervision of the Regional Officer, the JPO will perform the following duties:

• Assist in coordinating and monitoring the implementation of the regional Operating Plan in RA II and RA V, ensuring that all relevant parties are engaged and up-to-date on progress.

• Co-design and utilize a monitoring and reporting dashboard with WGs and ETs, providing technical assistance as needed.

• Support the implementation and update of the Partnership Strategy in RA II, liaising with relevant stakeholders and helping to facilitate collaboration between partners.

• Mobilize a similar partnership approach for RA V, working with relevant stakeholders to ensure a coordinated and effective approach.

• Provide general support to high-level Task Teams of RAs, including logistical assistance, data analysis, and report writing.

• Carry out other relevant duties as required.

**Qualifications:**

Education:

Master's degree in a relevant field (e.g. international development, public policy, environmental science).

#### Experience:

#### A minimum of 2 years of combined national and international progressively responsible experience in planning, monitoring and performance assessment. Excellent knowledge of results-based management theory and application, including designing of performance metrics. Experience in digital transformation initiatives on data collection, quantitative and qualitative analysis, and data presentation.

#### Sense of integrity, responsibility, maturity of judgement, initiative and creativity. Excellent analytical, data management, communication, presentation and interpersonal skills. Demonstrated ability to plan, organize and manage multiple workloads. Experience in conceptualizing and developing data-driven reports in diverse formats and media. Ability to work in a multicultural environment and to foster diversity and team spirit. Ability to work collaboratively with diverse stakeholders and adapt to changing circumstances.

Language:

#### Excellent knowledge of English (both oral and written). Knowledge of other official languages of the Organization would be an advantage. (Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)

**Learning Elements:**

On completion of the assignment, the JPO will have:

* Deep understanding of operation of WMO Regional Office’s infrastructure and services.
* Complete WMO mandatory trainings.
* Support the RAP office activities and processes, and understand the challenges of regional offices operations in a multicultural environment of an international specialized UN Organization.
* Demonstrate strong oral and written communication skills, and opportunity to attend UN language training organized by UNOG.
* Develop and maintain relations with various stakeholders and develop networks with considerable insight into the finance practice within the UN system.