

**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*



Republic of Ghana

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Our Ref: **OHLGS/FC/45/09**

Date: **19/08/2022**

Your Ref:

**RE: VACANCY AT THE WORLD METEOROLOGICAL ORGANIZATION  
(WMO)-GENEVA, SWITZERLAND**

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

Job Title: Associate Information Officer (P2)  
Duty Station: Geneva, Switzerland  
Deadline for submission: 22<sup>nd</sup> August. 2022

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

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](mailto: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  
 Secrétariat  
 7 bis, avenue de la Paix – Case postale 2300 – CH 1211 Genève 2 – Suisse  
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VACANCY NOTICE NO: 2205  
 DEADLINE FOR APPLICATION: 22 August 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Associate Information Technology Officer	P2	Geneva, Switzerland	To be determined	Fixed-term - 2 years

**ORGANIZATIONAL UNIT**  
 Information Technology (ITD) Division, WMO Information System (WIS) Branch  
 Infrastructure Department

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.

**DUTIES AND RESPONSIBILITIES**

Under the supervision and guidance of the Chief, Information Technology Division (ITD), the incumbent will perform the following duties:

- (a) Support IT budget planning and reporting for IT operation and projects;
- (b) Plan and manage finance and procurement activities of the IT Division;
- (c) Keep track of IT related contracts, facilitate contract renewals, terminations and IT clearances;
- (d) Coordinate with departmental and tenant's IT representatives, and manage the IT cost sharing or recovery process;
- (e) Support IT governance meetings;
- (f) Organize surveys on, monitor and report on, user satisfaction of IT services;
- (g) Assist in organizing user trainings;
- (h) Ensure relevant IT information is kept up-to-date and made available to users;
- (i) Provide administrative support to IT service leads;
- (j) Carry out other relevant duties as required.

**QUALIFICATIONS**

*Education*  
 Master's degree or equivalent in informatics or business management. A Bachelor's degree or equivalent may be accepted if accompanied by relevant experience.

*Experience*  
 At least two years of progressively responsible professional experience in IT management operations, administration or related area.

*Other requirements*  
 Ability to effectively and efficiently build reports. Excellent oral and written communication skills. Excellent soft and people skills. Maturity of judgement, Sense of responsibility and initiative. Ability to plan and produce timelines. Ability to work in a multicultural environment and to foster diversity and team spirit.

*Languages*  
 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.)

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\$ 49254

Annual post adjustment on initial salary is: US\$ 32852 (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.

Date of issue of vacancy notice: 25 July 2022