

TERMS OF REFERENCE

Department: Group on Earth Observations (GEO) Secretariat

Section: GEO Work Programme

Title of post: Work Programme Analyst

Grade: P1

Duty Station: Geneva, Switzerland

1. ORGANIZATIONAL SETTING AND REPORTING RELATIONSHIPS

The Group on Earth Observations (GEO) is an intergovernmental partnership that provides trusted Earth Intelligence as a public good to support evidence-based decision-making. Hosted by the World Meteorological Organization, GEO brings together 116 governments and over 160 organizations, including leading space agencies, research institutions, UN bodies, and private sector innovators. Through interdisciplinary collaboration, GEO empowers everyone, everywhere, to access and contribute to open, actionable Earth observation data; enabling better decisions for people, planet, and nature.

The GEO Work Programme (GWP) is the primary mechanism through which GEO implements its mission and strategic objectives. It is a coordinated, multi-annual portfolio of activities developed and carried out by GEO Members, Participating Organizations, and partners to advance the use of Earth observations for evidence-based decision-making.

The Work Programme Analyst works as part of the GWP Team under the direct supervision of the Work Programme Coordinator. The incumbent will provide analytical, organizational, and logistical support to ensure effective planning, coordination, and integration of activities across the GEO Work Programme.

The incumbent is expected to apply established procedures and guidance, exercising initiative in carrying out assigned tasks, and referring to the supervisor for decisions on complex or sensitive issues. Supervision is direct and supportive, with regular feedback and opportunities for professional development.

2. DUTIES AND RESPONSIBILITIES

The Work Programme Analyst will:

1. Research and Analytical Support

- Conduct background research and compile data to support coordination and integration of GEO Work Programme activities.

- Review and synthesize information from GWP activities, identifying linkages and opportunities for synergies.

2. Preparation of Documentation and Materials

- Draft inputs for meeting documentation, presentations, briefing notes, talking points, and background reports for internal and external use.
- Assist in ensuring accuracy, clarity, and consistency of materials, in line with GEO guidelines and templates.

3. Support to Governance and Subsidiary Bodies

- Provide logistical and administrative support for the organization and follow-up of Programme Board and subsidiary body meetings, including preparation of agendas, background materials, and action tracking.

4. Event Coordination

- Support the planning, organization, and delivery of annual GEO Symposia and GEO Forum sessions, including panel coordination, liaison with speakers, preparation of supporting materials, and follow-up on outcomes.
- Coordinate with the GEO communications team to ensure effective promotion and coverage of events.

5. Other Duties

- Perform other related tasks as assigned by the Work Programme Coordinator to support the delivery of the GEO Work Programme.

3. WORK RELATIONSHIPS

The role requires frequent interaction with members of the GEO Secretariat, particularly the GWP Team, and interacts regularly with representatives of GEO Members, Participating Organizations, and Associates. The role involves coordination with event organizers, panelists, and communications focal points. External interactions are generally of a factual and logistical nature, undertaken under guidance from the supervisor.

4. QUALIFICATIONS

Education:

First-level university degree in environmental sciences, geography, international relations, development studies, or a related field. A master's degree in a relevant field is desirable and may substitute for up to one year of work experience.

Experience:

A minimum of one year of relevant professional experience in programme coordination, research, or event organization, preferably in an international or intergovernmental context.

Experience in organizing meetings and events, preparing substantive documentation, and supporting multi-stakeholder processes is an asset.

Languages

Fluency in English (both oral and written) is required. Knowledge of another UN language is an asset. Note: The working language of the GEO Secretariat is English.

Other Requirements

Strong organizational skills and attention to detail. Ability to work collaboratively in a multicultural environment. Excellent English writing skills including the ability to provide clear, concise, audience-appropriate briefs, reports and concept notes. Competence in standard office software and virtual collaboration tools.