VACANCY ANNOUNCEMENT

Head of Weather Watch and Forecasting Department

1. BACKGROUND

The African Centre of Meteorological Applications for Development (ACMAD) is a leading continental institution in the fields of weather, climate and environment. Established in 1987 by the Conference of Ministers of the Economic Commission for Africa (UNECA) and the World Meteorological Organization, ACMAD brings together the fifty-four African countries and aims to serve the sustainable development of Africa through weather and climate applications, operating at all geographical scales for sustainable and integrated development through disaster risk reduction and management in Africa.

As part of the implementation of its Strategic Plan, ACMAD is recruiting a Head of the Weather Watch and Forecasting Department responsible for providing strategic, technical and managerial leadership of the Weather Watch and Forecasting programme, in order to translate institutional priorities into measurable, sustainable operational results that are useful to African countries. The position aims to strengthen the continental-scale provision of reliable, accessible, impact-oriented weather watch and forecasting services tailored to weather-sensitive sectors, in support of multi-hazard early warning systems.

2. DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Directorate General, the Head of the Weather Watch and Forecasting Department is responsible for the effective management and implementation of the Weather Watch and Forecasting programme, including all related projects and activities.

He/She will, in particular, perform the following duties:

Strategic leadership, planning and management

- Translate the institutional vision, the guidance of the Director General and the objectives of ACMAD's Strategic Plan into programmes, activities and expected results for the Department.
- Plan, manage and supervise the activities of the Department, including staff supervision and the management of the budget and resources made available.
- Prepare the Annual Work Plan and Budget (AWPB), define indicators, milestones and monitoring and evaluation mechanisms, and produce monthly, quarterly, half-yearly and annual technical and administrative reports.
- Assess the performance of the Department's staff and prepare the related appraisal reports.

Weather watch, forecasting and early warning

- Plan and implement weather watch and forecasting projects providing continental-scale services to weather-sensitive sectors, including disaster risk reduction, agriculture, water resources, security and the general public.
- Supervise the production and dissemination of bulletins, advisories, watches and warnings in support of early warning services, as well as significant weather charts, analyses and assessment reports.
- Supervise the preparation of technical notes on short- and medium-range forecasting and monthly summaries of significant weather conditions, in collaboration with the Climate and Development Department.
- Supervise, review and prepare case studies, technical notes, forecast model evaluations and reports on significant mesoscale, synoptic-scale and large-scale weather phenomena of particular interest.
- Support the development and strengthening of weather services for disaster resilience in Africa.
- Develop and update the Department's standard operating procedures, operational guidelines and instruction manuals.

Innovation, pilot demonstrations and operational tools

- Facilitate and coordinate pilot demonstration activities, including the testing of new methodologies, tools and products, with NMHSs, regional centres and scientific partners.
- Promote the use of Numerical Weather Prediction (NWP) products, the WMO Integrated Processing and Prediction System (WIPPS) and digital and data analysis tools to improve operational forecasting.
- Organize forecast verification, product evaluation and quality management for the continuous improvement of services.

Institutional coordination, project management and resource mobilization

- Coordinate with other ACMAD departments and divisions in the planning and implementation of projects contributing to the provision of weather services in various sectors.
- Strengthen, in collaboration with other departments and divisions, the regional and national infrastructure needed to improve multi-hazard early warning systems and other weather services in Africa.
- Provide technical support to NMHSs, relevant national and regional centres, the African Union Commission and other international organizations working in the humanitarian and environmental sectors.
- Contribute to the implementation of the World Weather Watch Programme and other relevant WMO operational and research programmes in Africa.
- Prepare and coordinate technical documentation on weather watch and forecasting for SACOM, the ACMAD Board of Directors and other governing bodies.
- Promote and strengthen strategic partnerships and multi-stakeholder collaboration for weather services in Africa, particularly within the framework of the UNFCCC, the Sendai Framework for Disaster Risk Reduction, the Global Multi-Hazard Alert System (GMAS), the Africa Multi-Hazard Early Warning and Early Action System (AMHEWAS) and the Sustainable Development Goals (SDGs).
- Contribute to strategic documents, institutional plans, project proposals, work plans and budget and resource planning documents.
- Coordinate the Department's projects, monitor their implementation, manage risks and document results.
- Prepare the Department's procurement needs and plan resources in accordance with ACMAD procedures.

Capacity building and knowledge transfer

- Organize and supervise internships, fellowships, on-the-job training, secondments and other capacity-building activities for NMHSs and relevant stakeholders.
- Develop training and work plans for interns, fellows and trainees.
- Coordinate capacity-building programmes for NMHSs and Regional Meteorological Centres, and prepare concept notes, technical documentation and reports for workshops, seminars, training courses and missions.

Other responsibilities

Perform any other relevant tasks assigned by the Director General within the Department's mandate.

3. QUALIFICATIONS

Education

Master's degree or equivalent (BAC+5) in meteorology, climatology, atmospheric sciences or a closely related scientific discipline.

Experience

- At least five (05) years of professional experience in operational meteorology or climatology, with a focus on forecasting extreme weather events and early warning systems.
- Proven experience in managing or coordinating technical programmes, projects or operational forecasting services at national, regional or international level. Experience with Regional Climate Centres (RCCs), Regional Specialized Meteorological Centres (RSMCs), NMHSs or international organizations, as well as in leading multidisciplinary teams, is an asset.

- Experience in producing and disseminating weather and/or climate forecasts, advisories, watches and warnings.
- Proven operational knowledge of WMO WIPPS and Numerical Weather Prediction products, and of their application in operational forecasting.
- Experience in impact-based forecasting, multi-hazard early warning services, forecast verification and quality management is an asset.
- Proficiency in statistical software (R), GIS applications and programming or scripting languages (Python, Shell, etc.) for product analysis, visualization and dissemination. Knowledge of meteorological data formats (GRIB, NetCDF, BUFR) and forecasting platforms is an asset.

Other skills

- Leadership and ability to mobilize a multidisciplinary team; excellent written and oral communication skills, including with decision-makers; ability to work in a multicultural environment and to build partnerships.

Language skills

Excellent command of one of the working languages of the Institution (French or English) and knowledge of the other working language.

4. GENERAL CONDITIONS OF EMPLOYMENT

- Start date: as soon as possible after the decision of the ACMAD Board of Directors.
- Type of contract and duration: two (2)-year fixed-term contract, renewable in accordance with the ACMAD Staff Regulations.
- Probation period: three (3) months.
- Classification: Seconded Professional staff, grade P3.
- Duty station: Niamey, Niger, ACMAD Headquarters.
- Remuneration and benefits in accordance with ACMAD's applicable salary scale and provisions.

5. HOW TO APPLY

The application file shall include:

- A cover letter addressed to the Director General of ACMAD.
- A CV 3 pages maximum with the contact details of three (3) professional referees
- Certified copies of diplomas, employment certificates and relevant training certificates.
- A strategic vision and management note of two (2) to three (3) pages presenting the candidate's vision for the development and modernization of the Department over the next three years.

Applications must be submitted electronically to the following address: contact@acmad.org, grh@acmad.org

Email subject: Application – Head of the Weather Watch and Forecasting Department – ACMAD

Application deadline: 23 December 2026

Only shortlisted candidates will be contacted.

In the event that candidates do not meet the established criteria or fail to meet ACMAD's expectations, ACMAD reserves the full right to cancel and re-advertise the position.

ACMAD is committed to the principle of equal opportunity; applications from women are strongly encouraged

The Director General,



Dr. Ousmane NDIAYE