VACANCY ANNOUNCEMENT

Head of Climate and Development 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.

With a view to implementing its Strategic Plan, ACMAD is recruiting a Head of Department responsible for providing strategic, technical and managerial leadership of the Climate and Development programme, in order to translate institutional priorities into measurable, sustainable operational results that are useful to African countries. The position aims to strengthen the provision of reliable, accessible, impact-oriented climate services tailored to climate-sensitive sectors.

2. DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Directorate General, the Head of the Climate and Development Department is responsible for the effective operation of the Climate and Development programme. He/She plans, coordinates, promotes and implements this programme in cooperation with the Weather Watch and Forecasting Department and the Information Technology and Telecommunications Department.
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, direct and monitor the activities of the Department, supervise staff and manage the human, financial and material resources made available.
- Prepare the Annual Work Plan and Budget (AWPB), define indicators, milestones and monitoring and evaluation mechanisms, and produce periodic and annual reports.

Development and operationalization of climate services

- Design, develop and promote climate services that meet user needs, with emphasis on their usefulness, accessibility, quality and integration into decision-making processes.
- Strengthen seasonal and sub-seasonal climate forecasts, climate monitoring, risk assessments and products tailored to priority sectors.

- Develop impact-based forecasting products and actionable information for risk reduction, agriculture, water, health, energy, food security, human security and the general public.
- Contribute to multi-hazard early warning systems, particularly for heatwaves and other climate hazards affecting vulnerable populations.
- Organize the verification, quality assessment and continuous improvement of climate products and services.

Innovation, applied research and digital tools

- Promote the relevant use of artificial intelligence, data analytics and digital tools to improve climate services.
- Encourage the development, testing and evaluation of methods, models, tools and products with NMHSs, regional centres and scientific partners.
- Facilitate pilot activities, document their results and transfer validated solutions to operational services.

Institutional coordination, project management and resource mobilization

- Ensure effective collaboration with other ACMAD departments and units and foster synergies.
- Strengthen technical relations with NMHSs, regional climate centres and national, regional and continental institutions.
- Provide technical support to NMHSs, relevant centres, the African Union Commission and UNECA.
- Contribute to the World Climate Programme and other relevant WMO operational and research programmes in Africa.
- Contribute to needs identification, project formulation and funding proposals.
- Develop and maintain partnerships with regional and international organizations, research institutions, technical and financial partners and sectoral stakeholders.
- Coordinate the Department's projects, monitor their implementation, manage risks and document results.
- Advance legacy projects and transfer relevant activities to operational services, ensuring their sustainability.
- Prepare purchase requests 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.
- Strengthen the technical capacities of the Department and its staff, particularly in climate services, impact analysis, project management, innovation and monitoring and evaluation.
- Promote the transfer of skills, methods and tools to NMHSs and regional climate centres.

Other responsibilities

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

3. QUALIFICATIONS

Education

- Minimum of a five-year university degree (BAC+5 / Master's level) in climatology, meteorology or a closely related discipline. A PhD is an asset.

Experience

- At least five (05) years of experience in the field, serving in a national, regional or international operational meteorological centre and/or five (5) years in a technical management position.
- Proficiency in office software, project management and monitoring and evaluation software, and communication tools.

- Knowledge of seasonal forecasting methods, impact-based forecasting and early warning systems.
- Hands-on experience with climate data analysis tools (Python, R, CDT, GIS, etc.) and artificial intelligence applications 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

Proficiency in one of the working languages of the Institution (French or English). Good knowledge of the other working language is an asset.

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.

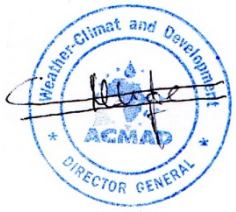
5. HOW TO APPLY

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 Climate and Development 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