



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
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VACANCY NOTICE NO: 2234
DEADLINE FOR APPLICATION: 3 April 2023

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

ORGANIZATIONAL UNIT Conference and Common Services (CNF) Linguistic, Conference and Common Services (LCC) Branch Governance Services 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.
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DUTIES AND RESPONSIBILITIES Under the supervision of the Chief, Conference and Common Services (C/CNF), the incumbent will perform the following duties: (a) Ensure that the requirements of the meetings, in terms of services and facilities, are met as requested by the servicing and technical departments; (b) Contribute to the preparation and management of WMO constituent body meetings; (c) Manage the Conference Services e-mail boxes and liaise with other Departments, if action needs to be taken; (d) Negotiate and resolve problems arising in the scheduling and servicing of meetings; (e) Manage the WMO signage system; (f) Draft communications on relevant subjects for WMO staff or WMO tenants, interpreters, technicians, providers of various services and similar; (g) Prepare the necessary checklists for meetings and ensure that the appropriate tasks are implemented; (h) Collect relevant data related to the meeting and travel operations in order to monitor the performance of the Section; (i) Carry out other relevant duties as required.	QUALIFICATIONS Education Bachelor's degree or equivalent in business administration, project or event management, media and communication, international relations or a closely related area. Experience A minimum of three years of combined national and international progressively responsible experience in conference or event management, media and communication, administration, project management or related field. Other requirements Excellent knowledge of the most recent and commonly used remote conferencing platforms and technologies. Knowledge of technologies used in the planning and management of meetings and travel operations. Maturity of judgement, initiative and creativity. Excellent analytical, communication and interpersonal skills. Ability to plan, organize and manage the work with minimum supervision. Ability to draft clear and succinct communication items, reports, documents and correspondence. Excellent knowledge of Microsoft Office applications. Ability to work in a multicultural environment and to foster diversity and team spirit. Languages Excellent knowledge of English and French (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.)
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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\$ 50377 Annual post adjustment on initial salary is: US\$ 38941 (in addition to the net base salary)
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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: 6 March 2023