



World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water  
Temps • Climat • Eau

**VACANCY NOTICE NO: 2175**  
**DEADLINE FOR APPLICATION: 11 April 2022**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Administrative Assistant (various posts) (local recruitment)	G5	Geneva, Switzerland	To be determined	Fixed-term - 1 year
<b>ORGANIZATIONAL UNIT</b>  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.	
<b>DUTIES AND RESPONSIBILITIES</b>  Under the supervision of the Coordination Officer in the Governance Services Department and within limits of delegated authority, the incumbent will perform the following duties:  (a) Performs, under minimal supervision, the full range of administrative support functions and follow up related to the organization of meetings, related travel and procurement; (b) May also be tasked with specialized functions in the areas of human resources, finance, and procurement; (c) Ensures smooth and efficient information flow between the service platform and clients; prepares and processes confidential information; assists in the development of office administrative systems and procedures; (d) Acts as focal point for assigned corporate activities such as high-level meetings and other events; (e) Provides assistance in the coordination of corporate activities (meetings, training, etc.), special projects and events; (f) Independently maintains and updates relevant data and keeps stakeholder updated on relevant activities; (g) Orients new staff to relevant administrative procedures and practices and provides general assistance to other office support staff, as required; may coordinate the work of office support staff in providing meetings servicing/administrative support to various sessions of commissions and other bodies; (h) Attends meetings, prepares minutes, monitors follow-up activities; (i) Responds or drafts responses to a wide range of correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports; (j) Carries out quality control function for outgoing documents; proofreads and edits texts for adherence for format, grammar, punctuation and style; (k) Responds to information requests and inquiries from clients (e.g. answers requests requiring file search, timelines etc.); (l) Assists in the preparation of presentation materials using appropriate technology/software; (m) Provides specialized support to clients (e.g. web publishing, editing, desktop publishing, etc.); (n) Maintains timelines of corporate events such as high-level meetings; monitors changes and communicate relevant information to appropriate staff; (o) Performs a variety of administrative duties (e.g. leave recording, meeting organization, reservations, office supply and equipment orders, etc.), including preparing and/or processing administrative requests/documents (e.g., travel requests, expense claims, vouchers, visa applications, etc.); (p) Maintains electronic filing system and databases for work units. Carries out other relevant duties, as required; (q) Carries out other relevant duties, as required.			<b>QUALIFICATIONS</b>  <b>Education</b> Completed secondary school education or equivalent secretarial, commercial or technical studies with corresponding diploma.  <b>Experience</b> A minimum of five years of progressively responsible experience in general office support or similar administrative functions.  <b>Other requirements</b> Demonstrated ability to work with standard Microsoft Office applications (Word, Excel and PowerPoint), Google Apps (e-mail, calendar, sites, etc.) and Oracle I-Procurement applications. Experience creating and updating web pages and databases as well as tracking budgets. Excellent communication and diplomatic skills as well as tact and sensitivity. Sense of initiative and ability to work with minimum supervision. Strong planning and organizational skills and familiarity with the administrative procedures and processes of an international organization. Ability to draft and produce correspondence and documents, to manage workloads within a multi-structured environment and to pay attention to detail. International Computer Driving Licence would be an advantage. Ability to work in a multicultural environment and to foster diversity and team spirit.  <b>Languages</b> Excellent knowledge of English (both oral and written). Knowledge of French is desirable. 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.
The position is limited to 31 December 2023 with no expectation of renewal.
<b>SALARY</b> Annual net base salary on initial appointment and after deduction for staff assessment is: 75,234
<b>Additional Information:</b> THE FUNCTION IS LIMITED TO 31 DECEMBER 2023 AND THERE IS NO EXPECTATION OF RENEWAL. 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.
<b>Date of issue of vacancy notice: 14 March 2022</b>