



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water
Temps • Climat • Eau

VACANCY NOTICE NO: 2176
DEADLINE FOR APPLICATION: 18 April 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Assistant Legal Officer	P1	Geneva, Switzerland	To be determined	Fixed-term - 1 year
ORGANIZATIONAL UNIT Legal Office 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.	
DUTIES AND RESPONSIBILITIES Under the supervision and guidance of the Director, Legal Counsel and Administration (D/LCA), the incumbent will perform the following duties: (a) Conducts legal research on a diverse range of assigned issues in international and administrative law and other area(s) of specialization using multiple research sources; selects relevant material, analyses information and presents findings for internal review; (b) Assists D/LCA and the Legal Officer in the review of legal documents, instruments, or other material; identifies important issues, similarities and inconsistencies, etc.;; (c) Assists in the preparation of drafts of background papers, studies, reports, etc.;; (d) Assists in the preparation of legal opinions/advice on a wide range of international public and private law issues, including the United Nations Charter, the WMO legal framework, WMO governing bodies resolutions and decisions involving, inter alia, issues relating to privileges and immunities, institutional questions, treaty law and practice, procedural issues arising during meetings of governing body organs, constitutional and administrative law of the Organization;; (e) Assesses the relevance or admissibility of evidence gathered by investigators; (f) Assists in the preparation of agreements and contracts with governments, non-governmental organizations (NGOs) and other public and private entities, as well as claims and disputes;; (g) Assists in representing the Organization before arbitral and other tribunals or administrative proceedings, including disciplinary cases;; (h) Assists in providing legal advice on human resources matters and assists in reviewing administrative decisions;; (i) Assists in administering programmes of legal technical assistance;; (j) Assists the Legal Officer in servicing conferences, commissions, committees, task forces and other bodies, including preparation of background materials, summaries of issues and views of delegations, etc.;; (k) Carry out other relevant duties as required.			QUALIFICATIONS Education Master's degree or equivalent in law. Experience A minimum of two years of national and/or international experience in law. Other requirements Good legal research, analysis and presentation of key information to facilitate decision-making. Ability to deliver well-reasoned and clearly written recommendations, opinions and identification of issues on assigned legal topics and to consistently apply appropriate policies, guidelines, procedures and processes. Effective interaction with colleagues and concerned parties internally and externally. Ability to work in a multicultural environment and to foster diversity and team spirit. Languages Excellent knowledge of English (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.)	
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.				

SALARY AND ALLOWANCES

Annual net base salary on initial appointment is: US\$ 38523
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Annual post adjustment on initial salary is: US\$ 28738 (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: 21 March 2022
