



World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat  
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Weather • Climate • Water  
Temps • Climat • Eau

**VACANCY NOTICE NO: 2221**  
**DEADLINE FOR APPLICATION: 25 November 2022**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Associate Documentation Control Officer	P2	Geneva, Switzerland	To be determined	Fixed-term - 2 years
<b>ORGANIZATIONAL UNIT</b>			<b>QUALIFICATIONS</b>	
<p>Linguistic Services and Publishing (LSP) Linguistic, Conference and Common Services (LCC) Governance Services Department</p> <p>Under the general supervision of the Chief, Linguistic Services and Publishing (C/LSP), and the direct supervision of the Head, Linguistic Production, the incumbent will perform the following duties:</p> <p>(a) Manage the work of the Documentation and Publications Management Unit (DPMU) to ensure efficient and effective processing and production of multilingual documentation, establish priorities and give special instructions as needed;</p> <p>(b) Ensure that all incoming and outgoing documents are properly registered;</p> <p>(c) Assign accepted jobs to internal or external editors and translators, independently or in consultation with Head, Linguistic Production, and Chief, LSP;</p> <p>(d) Manage the outsourcing of required jobs, including requests and requisitions for contracts for temporary staff, consultants or interns, as needed;</p> <p>(e) Maintain the roster of external contractors (translators, editors, desktop publishers, and others) and organize testing of new candidates, as necessary;</p> <p>(f) Manage the quality control process for documents translated by external contractors or using machine translation and liaise with the linguists in charge of quality control in LSP;</p> <p>(g) Provide required statistical and status reports, as well as cost estimates;</p> <p>(h) Provide support in the requisition and contract procurement processes for the Publications team, including processing of contracts to external editors, timely payments, and contractual closeout;</p> <p>(i) Coordinate with authors and submitting Departments, as necessary, to ensure that the submissions are complete and in compliance with WMO requirements;</p> <p>(j) Provide authoritative advice and guidance to submitting departments on official documentation policies and practices;</p> <p>(k) Keep abreast with the latest developments in the area of multilingual publishing, streamlining workflows and processes in order to increase efficiencies;</p> <p>(l) Carry out other relevant duties as required.</p>			<p>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.</p> <p><b>Education</b> Bachelor's degree or equivalent in business administration, management or other relevant field. Additional formal training in linguistics, desktop publishing or a related field is highly desirable.</p> <p><b>Experience</b> A minimum of two years of progressively responsible experience in documentation control, publishing or a related field for a linguistic service, of which two years of experience at the international level, preferably acquired in an international organization belonging to the UN Common System. Experience with editorial practices and documentation procedures of WMO or a comparable international organization is desirable. Broad knowledge of all aspects of the document and publication production chain will be considered an asset.</p> <p><b>Other requirements</b> Must have demonstrated skills in documentation management. Familiarity with the working methods employed for the preparation of documents for international conferences and meetings. Excellent knowledge of Microsoft Office applications (Excel, Word, PowerPoint). Knowledge of desktop publishing software and of documentation management systems would be an advantage. Ability to work independently and effectively under heavy pressure. Excellent communication and interpersonal skills, as well as the ability to establish and maintain effective working relations. Sense of diplomacy, tact and discretion. Ability to work in a multicultural environment and to foster diversity and team spirit.</p> <p><b>Languages</b> Excellent knowledge of English (both oral and written). Knowledge of other official languages of the Organization would be an advantage.</p> <p>(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)</p>	
<p>The Secretary-General may appoint a candidate at a grade below the advertised grade of the post, with the possibility of</p>				

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\$ 49254

Annual post adjustment on initial salary is: US\$ 33542 (in addition to the net base salary)

**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.

Priority will be given to WMO internal candidates who meet the requirements. All shortlisted candidates will have to sit a written test which will be eliminatory.

**Date of issue of vacancy notice: 28 October 2022**