



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water
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VACANCY NOTICE NO: 2207
DEADLINE FOR APPLICATION: 1 September 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Conference Services Officer	P3	Geneva, Switzerland	To be determined	Fixed-term - 2 years
ORGANIZATIONAL UNIT Conference Services Section (CNF) Linguistic, Conference and Common Services (LCC) 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 Chief of Conference Services Section (C/CNF), the incumbent will perform the following duties: (a) Provides administrative support to C/CNF in implementing the Section's mandate; keeps the Chief informed on all matters requiring C/CNF's personal attention, assists in formulating options as to how those matters might be handled and ensures appropriate follow-up, as directed; (b) Prepares written summaries and conducts follow-up activities, as appropriate; (c) Coordinates/drafts correspondence in close coordination with other staff of the Section as well as with other Department's Coordinators; (d) Works in regular and close collaboration with other officers of the Section and with other Departmental Coordinators, to ensure consolidation of efforts and creation of Organization-wide synergies; (e) Organizes and conducts briefings or trainings on topics that require an Organization-wide action, , drafts proposals for new policies or procedures to be analysed and consolidated; (f) Coordinates the Section's contribution to meetings, and other corporate activities ensuring timeliness and high quality of input; (g) Monitors the Section's adherence to key performance indicators - prepares statistics, analyses trends and recommends mitigating actions to be undertaken by the C/CNF; (h) Supervises the activities related to the planning and management of meetings, travel preparation and processing, and ensure that efficient and cost-effective procedures are put in place and implemented in the appropriate manner; (i) Coordinates with the relevant counterparts in the Section, the Governance Services Department as well as other Departments all actions relative to the processing of meeting requests, policy and meeting and travel management and administration of human resource activities in the Section, as recruitment, performance appraisal and training, etc.; (j) Acts as first instance for queries by staff and non-staff participating in WMO meetings regarding issues related to travel entitlements under the WMO Policies and Regulations; (k) Liaises with host countries inviting WMO meetings, other WMO Departments and ensures that the best cost-effective options are provided, within the framework of the WMO			QUALIFICATIONS Education Master's degree or equivalent in business or public administration, social or political sciences, international relations, economics, law, or related area. A first-level university degree in combination with two years of relevant professional experience may be accepted in lieu of the advanced university degree. Experience A minimum of five years of progressively responsible experience in conference services, meeting and travel planning, administration, finance, human resources, governance management or related field. Other requirements Excellent command of the most recent and commonly used conferencing software and technologies. Command of technologies used in the planning and management of meetings and travel operations. Ability to manage competing deadlines. Ability to work in a multicultural environment and to foster diversity and team spirit. Languages Excellent knowledge of English (both oral and written proficiency) and a working knowledge of French. 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.)	

<p>meetings and travel policy, when planning for meetings;</p> <p>(l) Explores new and cost-effective processes, tools and technologies in collaboration with the Business Innovation Officer;</p> <p>(m) Provides effective support to the C/CNF by following up on the preparation and implementation of the work programme, ensuring that financial resources dedicated to meetings and travel activities are utilized in the most cost-effective manner;</p> <p>(n) Monitors and reviews the meetings and travel activities by conducting regular and special reviews to assess compliance with the meetings and travel policy;</p> <p>(o) Produces regular reports and monitoring statistics;</p> <p>(p) Assists C/CNF in developing and implementing procedures to ensure that risk and financial management controls are consistent with WMO policy and procedures;</p> <p>(q) Provides guidance on financial administration and management information issues and practices related to the planning and management of meetings and travel to colleagues of other Departments;</p> <p>(r) In close cooperation with relevant colleagues, coordinates activities related to operational meetings and travel planning and management, procurement, billing and receipt of income from various services, procurement monitoring and evaluation of vendor contracts/payment to vendors and individual contractors for services;</p> <p>(s) Carries out other relevant duties as required.</p>	
<p>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.</p>	
<p>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.</p>	
<p>SALARY AND ALLOWANCES</p> <p>Annual net base salary on initial appointment is: US\$ 62692</p> <p>Annual post adjustment on initial salary is: US\$ 41816 (in addition to the net base salary)</p>	
<p>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.</p>	
<p>Date of issue of vacancy notice: 4 August 2022</p>	