



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
Temps • Climat • Eau

VACANCY NOTICE NO: 2194
DEADLINE FOR APPLICATION: 22 June 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Digital Media and Communications Assistant (local recruitment only)	G6	Geneva, Switzerland	To be determined	Fixed-term - 2 years
ORGANIZATIONAL UNIT				
Strategic Communications Office Cabinet Office of the Secretary-General			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			QUALIFICATIONS	
<p>Under the supervision of the Media Officer and the Chief, Strategic and Communications Office(C/SCO), the incumbent will provide support for the Strategic and Communications Office and will perform the following duties:</p> <ul style="list-style-type: none"> - Provides specialized assistance in the production and delivery of information communications products and services using a wide ranges of multimedia tools; - Prepares and produces all Secretary-General video's messages and liaises with external stakeholders on specifics needs and requests; - Researches a broad scope of information sources, printed and electronic; compile and present information for use in the preparation and production of communications products/services for internal and external audiences; - Organizes and executes special events, coordinating with diverse partners to highlight and publicize key events; - Produces and edits of video/film projects, website and adds subtitles to video products; - For projects; suggests ideas on content, narration texts, audio excerpts, design elements, etc.; selects and catalogues sound/visual materials and evaluates quality for inclusion in productions and obtains requisite clearances and copyrights; prepares detailed "shot lists" of video and film material; - Takes, edits and stores photos during events, interviews, for communication campaigns and to add visuals for locally written stories; - Assists in the dissemination of press releases, programmes; prepares, maintains and updates web page, to include drafting and editing content; - Identifies and prepares new material for inclusion in appropriate web pages by researching various information sources for relevant material and cross-checking information with author offices as required; identifying, retrieving and downloading pertinent documentation and other information in requisite programming languages for web format or inserting into database after determining appropriate categorization; editing documents to conform to UN format, structure and style using appropriate authoring tools and necessary programming languages; posting press releases and videos on the WMO website and/or development servers and ensuring the appropriate directory location; checking and testing for multiple 			<p>Education Completed secondary school education or equivalent secretarial, commercial or technical studies with corresponding diploma.</p> <p>Experience A minimum of eight years of experience in a communication service, preferably within the United Nations or a Specialized Agency. General knowledge of the United Nations communication rules. Knowledge of WMO's area of expertise (weather, water, climate) is desirable.</p> <p>Other requirements Excellent knowledge of Microsoft Office applications (Excel, Word, PowerPoint), multi-tasking systems (email, agendas, etc.), web and Oracle iProcurement applications or similar system. Ability to work independently and effectively under heavy pressure. Excellent interpersonal skills and ability to establish and maintain effective working relations. Sense of diplomacy, tact and discretion. Proven written and oral communication skills. Ability to draft clearly and concisely, to manage workloads with conflicting schedules and to pay attention to detail. Ability to work in a multicultural environment and to foster diversity and team spirit.</p> <p>Languages Fluency in English and French (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>	

browser support, etc.;

- Manages updates and further develops internal databases; update website; generates a variety of standard and non-standard statistical and other reports from various databases;

- Initiates, reviews and follows-up on actions related to the administration of the unit;

- Carries out other relevant duties, as required.

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

Annual net base salary on initial appointment and after deduction for staff assessment is: 82568

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: 25 May 2022