



**World Meteorological Organization**  
**Organisation météorologique mondiale**

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**VACANCY NOTICE NO: 2273**  
**DEADLINE FOR APPLICATION: 6 December 2023**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Human Resources Assistant	G5	Geneva, Switzerland	To be determined	Variable (depending on needs of Department/Division) 18 months
<b>ORGANIZATIONAL UNIT</b>			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.	
Human Resources (HR) Section Governance Services Department				
<b>DUTIES AND RESPONSIBILITIES</b>			<b>QUALIFICATIONS</b>	
<p>This position is located in the Human Resources Section. The Human Resources Assistant reports to the Chief of the Human Resources Section. Within delegated authority, the Human Resources Assistant will be responsible for backfilling various work areas in the HR Section during the 18 months implementation of the new Enterprise Resources Planning System. Tasks will include any of the following:</p> <p>Recruitment and placement</p> <p>(a)Processes applications for vacancies, including preparing and maintaining case files for candidates, ensuring and monitoring the transfer of files of candidates between offices, arranging for interviews, and entering data on candidates into the automated roster;</p> <p>(b)Assists in the filling of posts, including initiating and following-up on reference checks and academic verifications, ensuring the completion of the pre-recruitment formalities, calculating salaries and related benefits, and preparing and dispatching offers of appointment and Statement of Emoluments;</p> <p>(c)Assists in the evaluation and screening of applications of candidates for secretarial, clerical and related categories positions;</p> <p>(d)Maintains vacancy announcement files and tracks status of vacancy announcements;</p> <p>(e)Coordinates with Executive Offices and selected candidates on travel arrangements, visa matters and shipment of personal effects;</p> <p>(f)Prepares agenda and provides relevant documentation required for recruitment related meetings;</p> <p>(g)Prepares personnel actions;</p> <p>(h)Advises staff on visa matters.</p> <p>Administration of entitlements</p> <p>(a)Reviews and processes requests for entitlements and claims;</p> <p>(b)Maintains entitlements reference tables;</p> <p>(c)Assists in the review and processing of data pertaining to conditions of service.</p>			<p><b>Education</b> High school diploma or equivalent.</p> <p><b>Experience</b> 5 years of experience in human resources management, administrative services or related area.</p> <p><b>Languages</b> Fluency in 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>	

**Staff development and career support training**

(a) Assists in the organization and conduct of training courses and workshops;

(b) Provides logistics and administrative support to trainers.

**Classification**

(a) Assists in reviewing and processing requests for classification;

(b) Provides advice and answers general queries on classification procedures and processes.

**General**

(a) Provides general office support services; drafts and/or processes a variety of correspondence and other communications;

(b) Sets up and maintains reference files/records (electronic and paper);

(c) Schedules appointments/meetings, monitors deadlines, etc.;

(d) Undertakes research on a range of HR related issues and assists in the preparation of notes/reports;

(e) Maintains automated database containing HR related statistics and prepares periodic reports;

(f) Assists in the preparation of necessary documentation for distribution to various offices, departments and overseas offices;

(g) Performs a variety of administrative duties (e.g. leave recording, request for office supplies and equipment, etc.);

(h) May provide guidance/training to less experienced staff;

(i) Performs other 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.

The position has a fixed term of 18 months. As such, there should be no expectation of a continuation of this position beyond the original 18 months term.

**SALARY**

Annual net base salary on initial appointment and after deduction for staff assessment is: 77571

**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: 6 November 2023**