



World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat  
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Weather • Climate • Water  
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**VACANCY NOTICE NO: 2213**  
**DEADLINE FOR APPLICATION: 21 September 2022**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Human Resources Assistant (local recruitment only)	G5	Geneva, Switzerland	To be determined	Fixed-term - 2 years
<b>ORGANIZATIONAL UNIT</b> Legal Counsel and Administration (LCA) Division 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.	
<b>DUTIES AND RESPONSIBILITIES</b> Under the general supervision of the Chief of the Human Resources Section, and within delegated authority, the incumbent will perform the following duties:  Recruitment and placement - 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; - 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; - Assists in the evaluation and screening of applications of candidates for secretarial, clerical and related categories positions; - Maintains vacancy announcement files and tracks status of vacancy announcements; - Coordinates with Executive Offices and selected candidates on travel arrangements, visa matters and shipment of personal effects; - Prepares agenda and provides relevant documentation required for recruitment related meetings; - Prepares personnel actions; - Advises staff on visa matters.  Administration of entitlements - Reviews and processes requests for entitlements and claims; - Maintains entitlements reference tables; - Assists in the review and processing of data pertaining to conditions of service.  Staff development and career support training - Assists in the organization and conduct of training courses and workshops; - Provides logistics and administrative support to trainers.  Classification - Assists in reviewing and processing requests for classification; - Provides advice and answer general queries on classification procedures and processes.  General - Provides general office support services; drafts and/or processes a variety of correspondence and other communications; - Sets up and maintains references files/records (electronic and paper); - Schedules appointments/meetings, monitors deadlines, etc;			<b>QUALIFICATIONS</b>  <b>Education</b> Completed secondary school education or equivalent secretarial, commercial or technical studies with corresponding diploma  <b>Experience</b> Minimum of five years of progressively responsible experience in human resources management, administrative services or related area.  <b>Other requirements</b> Demonstrated ability to work with standard Microsoft Office applications (Word, Excel and PowerPoint), Google Apps (e-mail, calendar, sites, etc.) and Oracle I-Procurement applications. Experience creating and updating web pages and databases as well as tracking budgets. Excellent communication and diplomatic skills as well as tact and sensitivity. Sense of initiative and ability to work with minimum supervision. Strong planning and organizational skills and familiarity with the administrative procedures and processes of an international organization. Ability to draft and produce correspondence and documents, to manage workloads within a multi-structured environment and to pay attention to detail. International Computer Driving Licence would be an advantage. Ability to work in a multicultural environment and to foster diversity and team spirit.  <b>Languages</b> Excellent knowledge of English (both oral and written). Knowledge of French is desirable. 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.)	

- Undertakes research on a range of HR-related issues and assists in the preparation of notes/reports;
- Maintains automated database containing HR-related statistics and prepares periodic reports;
- Assists in the preparation of necessary documentation for distribution to various offices, departments and overseas offices;
- Performs a variety of administrative duties (e.g. leave recording, request for office supplies and equipment, etc.);
- May provide guidance/training to less experienced staff;
- 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: 75'384

**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: 24 August 2022**