



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
 7 bis, avenue de la Paix – Case postale 2300 – CH 1211 Genève 2 – Suisse
 Tél.: +41 (0) 22 730 81 11 – Fax: +41 (0) 22 730 81 81
 wmo@wmo.int – www.wmo.int

Weather • Climate • Water
 Temps • Climat • Eau

VACANCY NOTICE NO: INTERNSHIP/2022/LCC GS 1
DEADLINE FOR APPLICATION: 25 February 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Internship (Arabic_ French_ Spanish)	N/A	Geneva, Switzerland	To be determined	Internship 3 months with possibility of extension
ORGANIZATIONAL UNIT			WMO is committed to achieving diversity and a balanced workforce. Applications are welcome from qualified women and men, including those with disabilities.	
Linguistic, Conference and Common Services Division Governance Services Department				
DUTIES AND RESPONSIBILITIES			QUALIFICATIONS	
<p>Under the overall supervision of the Chief, Linguistic Services and Publishing at World Meteorological Organization, and direct supervision of the Head of Linguistic Production, as well as in close coordination with Linguistic Support Unit, the incumbent will perform the following duties:</p> <ol style="list-style-type: none"> 1. Produce draft translations of session documents, correspondence or other materials from English into the respective principal target language, as required; 2. Proofread WMO documentation, correspondence, reports, publications, etc. from English into his/her principal language, following the established templates, guidelines and procedures; 3. Verify texts received for accuracy, completeness and conformity with existing guidelines and procedures; 4. Improve WMO CATT tool results by preparing documents and publications for automatic alignment (English and his/her principal language) and verifying the alignment results manually, as necessary, to ensure the highest quality of alignment; 5. Bring to the attention of the author or editor concerned any substantive error or discrepancy requiring his or her intervention; 6. Participate, as a member of a team, in the production of miscellaneous documentation and publications, by preparing layout of the final product, using desktop publishing software, in the relevant language, for reproduction in electronic dissemination; 7. Perform other functions developed under related workflow reviews and new Teams workflow process, including draft translation, as needed; 8. Identify new terminology material and submit it for the consideration of the corresponding linguists; 9. Carry out other work of a similar nature as required. 			<p>Education Higher education degree obtained or in progress in linguistics, translation, interpretation or a field closely allied to linguistic work.</p> <p>Experience No past work experience is required. Sense of responsibility, initiative, attention to detail, ability to work in a team. Good knowledge of the latest online video-conferencing platforms, MS Office and other audio and video software applications. Good written and oral communication. Knowledge of computer-assisted translation and machine translation tools would be an asset.</p> <p>Other requirements Sense of responsibility, detail-oriented, initiative, ability to work in a team. Some knowledge of the activities of WMO or other United Nations agencies.</p> <p>Languages Arabic or French or Spanish at mother tongue level (principal language). Excellent knowledge of English. Knowledge of other WMO official language(s) would be an advantage.</p> <p>(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)</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.				
Date of issue of vacancy notice: 28 January 2022				