



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/2021/LCA GS 6
DEADLINE FOR APPLICATION: 23 December 2021

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Internship	N/A	Geneva, Switzerland	17 January 2022 or as soon as possible thereafter	Internship 12 months

ORGANIZATIONAL UNIT Procurement Section 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.
---	---

DUTIES AND RESPONSIBILITIES Under the overall supervision of the Procurement Officer, the intern will be engaged in the following duties: Assist in planning procurement actions including contractual aspects for a variety of commodities and services (e.g. general services such as building maintenance materials and services, office supplies, office furniture, hotel conference, training etc.). Assist in reviewing technical specifications to ensure completeness, accuracy and competitive qualities, and in identifying optional courses of action. Participate in developing vendor pre-qualifying criteria. Support in compiling and presenting procurement data with relevant supporting documents. Participate in the market and supplier research, evaluates potential supply sources and participates in the incorporation of research results into the procurement program. Draft a variety of reports, correspondence, and documents (e.g. purchase orders, contracts and amendments) on procurement-related matters. Perform other duties as assigned.	QUALIFICATIONS Education At least a bachelor's degree in business administration, public administration, commerce, engineering, law or a related field. Experience Applicants are not required to have professional work experience for participation in the WMO Internship programme. Your training, education, advance course work or skills should benefit the WMO during your internship. Other requirements Be computer literate in standard software applications; Have a demonstrated keen interest in the work of the United Nations and its specialized agencies such as WMO and Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views. Languages Fluency in English or French with knowledge of the second language is required. Knowledge of another WMO language is desirable. (Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.) (Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)
---	---

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 November 2021