



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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VACANCY NOTICE NO: INTERNSHIP/2022/CREWS CSG 1
DEADLINE FOR APPLICATION: 4 April 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Internship	N/A	Geneva, Switzerland	18 April 2022 or as soon as possible thereafter	Internship 4 months

ORGANIZATIONAL UNIT Climate Risk and Early Warning Systems (CREWS) 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.
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DUTIES AND RESPONSIBILITIES Background: The Third Multi-Hazard Early Warning Conference (MHEWC-III) will be held at Bali Nusa Dua Convention Center in Bali, Indonesia (from 23 to 24 May 2022) and provides a unique opportunity to review key accomplishments, share skills, experience, and expertise within an active Multi-Hazard Early Warning Systems (MHEWS) network. The Sendai Framework was adopted by 187 Member States at the Fourth United Nations World Conference on Disaster Risk Reduction in Sendai, Japan, on March 18, 2015 "to achieve the substantial reduction of disaster risk and losses in lives, livelihoods and health and in the economic, physical, social, cultural and environmental assets of persons, businesses, communities and countries over the next 15 years". Target G of the Framework was adopted to "substantially increase the availability of and access to multi-hazard early warning systems and disaster risk information and assessments to the people by 2030". From stock take to scale on Target G, MHEWC-III will develop recommendations for the Seventh Session of the Global Platform for Disaster Risk Reduction (GP2022) (from 23 to 28 May) to enable transformation to a systemic approach to inclusive early warning and early action for all hazards to reduce impacts and losses. The objectives of the MHEWC-III include: 'Take stock' of progress in the implementation of Target G of the Sendai Framework. Report on latest trends in MHEWS design, results, and impact Share knowledge, lessons learned, and emerging examples of good practices? Identify gaps and challenges?in practice, policy and science?to be addressed in future work ?? Promote coordination and collaboration among MHEWS?stakeholders and?identify synergies with other initiatives and partnerships?on early warning and action. Under the overall guidance of Head of the CREWS Secretariat and the direct supervision of the Programme Officer (CREWS/PO) the incumbent will carry out the following tasks: Conference Management: 1. Provide administrative assistance in the preparation and implementation of the MHEWC-III; 2. As directed by the supervisor: Liaise with IN-MHEWS Members, representatives of Member States, UN System and other international and regional organizations, Major Groups and Stakeholders, MHEWS experts and practitioners for delivery of outputs and objectives; 3. Act as a focal point to the registration process for the MHEWC-III; Communications: 4. Draft and assist sending out invitations to keynote speakers; 5. Organize briefings with keynote speakers; 6. Announcements, website management, communications and	QUALIFICATIONS Education Bachelor's degree (required) or master's degree (desirable). Experience Demonstrated experience with administrative activities, project management, communications, international conferences. Languages Fluency in English is required. Fluency in other WMO languages desirable. (Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)
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media (including social media);
7.Prepare the communications analytics;
Coordination and documentation:
8.Support the documentation and outcome statement of MHEWC-III;
9.Support the travel process for country representatives;
10.Support the 'Poster Session' process;
11.Perform ad hoc activities as required.

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: 7 March 2022