



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/CSG 5
DEADLINE FOR APPLICATION: 23 December 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Internship	N/A	Geneva, Switzerland	16 January 2023 or as soon as possible thereafter	Internship 12 months

ORGANIZATIONAL UNIT 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.
---	---

DUTIES AND RESPONSIBILITIES <p>Under the supervision of the Policy and Coordination Officer the intern will be:</p> <ul style="list-style-type: none"> Assisting with the arrangements for meetings of the subsidiary bodies of the Executive Council and other online meetings. Assisting with maintaining updated the online database of WMO resolutions, decisions and recommendations and publishing WMO policy instruments on the website. Assisting with the development of a training package on the drafting of governance instruments (i.e. Constituent Body resolutions, decisions and recommendations) based on the organizational policy guidelines and editing requirements. Once the package is complete, assist with the conduction of internal training workshops. Supporting the substantive officer in the needed background work and research support which contributes towards enhanced policy coordination in the cabinet department. Providing additional support/assistance to the Executive Management Support Unit, Cabinet activities and priority initiatives as required. 	QUALIFICATIONS <p>Education University degree in political sciences, international relations, administration or other relevant field.</p> <p>Experience - Applicants are not required to have professional work experience for participation in the internship programme - Proficient knowledge and experience of Microsoft Office</p> <p>Languages Excellent knowledge of English and/or other WMO official languages.</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: 25 November 2022