



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
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VACANCY NOTICE NO: INTERNSHIP/2022/CSG 6
DEADLINE FOR APPLICATION: 6 January 2023

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Internship	N/A	Geneva, Switzerland	1 February 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.
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DUTIES AND RESPONSIBILITIES Under the supervision of the Coordination Officer of the Cabinet Office of the Secretary-General (CSG), the incumbent will assist with update of the HUB as well as support the day-to-day work of the executive management support unit. The incumbent will perform the following duties: (a) Prepare, post on the HUB and update information related to administrative processes of WMO, in collaboration with the relevant departments involved; (b) Post and update information on the HUB in collaboration with the communications division; (c) Assist with the days-to-day operations of the executive management unit; (d) Provide support to the preparation of travel missions for the Executive Management as well as for the President, the Director of Cabinet, and the Director of Cross-Cutting Coordination Water and Cryosphere; (e) Assist with the preparation of Constituent Body meetings; (f) Carry out other relevant duties as required.	QUALIFICATIONS Education University degree in international relations, political sciences, an environmental domain or a domain relevant to WMO activities. Experience - Applicants are not required to have professional work experience for participation in the internship programme - Proficient knowledge and experience of Microsoft Office, especially Sharepoint Other requirements Ability to effectively collect and communicate information. Ability to work in a multicultural environment. Languages Excellent knowledge of English (both oral and written). 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.)
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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: 9 December 2022
