



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/IPCC 1**

**DEADLINE FOR APPLICATION: 2 June 2022**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Internship	N/A	Geneva, Switzerland	To be determined	Internship One year
<b>ORGANIZATIONAL UNIT</b> Secretariat of the Intergovernmental Panel on Climate Change			WMO is committed to achieving diversity and a balanced workforce. Applications are welcome from qualified women and men, including those with disabilities.	
<b>DUTIES AND RESPONSIBILITIES</b>  2.1. Administration 2.1.1. Taking notes/minutes 2.1.2. Proof-reading 2.1.3. Assist with travel of delegates and authors 2.1.4. On-screen editing (if possible)  2.2. Meeting Preparation and Planning 2.2.1. Assist in the preparation for and support during the meetings and IPCC Sessions. Be part of the Helpdesk, during the Approval Sessions. 2.2.2. Help with the Registration of delegates  2.3. Website and Communications 2.3.1. Assist Communications and Media, with social media based on the plan prepared by the Communication Team. 2.3.2. Assist the Communication and Media Officer in preparing for outreach events. 2.3.3. Help update contact database to update author information (from current and past reports) and bios. 2.3.4. Update the website from the archives			<b>QUALIFICATIONS</b>  <b>Education</b> Bachelor's Degree in Communications, Management, Information Management or related fields.  <b>Experience</b> Applicants are not required to have professional work experience. Any experience related to operational management and managing online events will be asset. Previous experience working with websites using a Content Management System (CMS) would be an advantage.  <b>Other requirements</b> Able to work independently and with minimum supervision in a team environment. Excellent knowledge of written and oral communication. Good knowledge and experience with social media, websites and O365 product suite.  <b>Languages</b> Excellent knowledge of English. Knowledge of other WMO official languages is desirable.  (Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)	
<b>Additional Information:</b> 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.				
<b>Date of issue of vacancy notice: 5 May 2022</b>				