



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/PPE CSG 3

DEADLINE FOR APPLICATION: 11 May 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Internship	N/A	Geneva, Switzerland	1 June 2022 or as soon as possible thereafter	Internship 3 months with possibility of extension
ORGANIZATIONAL UNIT Public-Private Engagement Office 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 Under the primary supervision of the Director, Public-Private Engagement Office (PPEO), the intern will perform the following duties: -Support updating and improving the web-page contents on Public-Private Engagement, including those for the Open Consultative Platform -Assist in liaising with National Meteorological and Hydrological Services and stakeholders in all sectors and civil society -Assist in the preparation of information materials such as press releases, newsletters, fact sheets, and PowerPoint presentations -Support in planning, conducting, and publicising interviews to share good practices -Support the organization of Open Consultative Platform seminars (virtual) and high-level sessions to be held in person or virtually or in a hybrid manner, including preparation of necessary meeting materials for outreach purpose -Any other duties as required			QUALIFICATIONS Education Bachelor's or master's degree in information science/engineering, digital arts, digital contents or digital media, especially related to web-site designing, creating and developing. Experience -Applicants are not required to have professional work experience for participation in the internship programme. -Proficient knowledge and experience in handling HTML is required. Previous experience working with websites using a Content Management System is also required. Skills in using Drupal are essential. -Proficient knowledge and experience of the latest online video-conferencing platforms, Microsoft Office and other audio and video software applications -Experience in writing for the web Other requirements Strong artistic ability for the creation of materials and the designing of web contents; sense of responsibility; have a demonstrated ability to successfully interact with individuals and different cultural backgrounds and beliefs, which includes a willingness to try and understand and be tolerant of differing opinions and views; be well aware of accountability; be a self-starter. Languages Fluency in English is required. (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: 13 April 2022				