



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water
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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 | | | | |