



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/RAF MS 1**  
**DEADLINE FOR APPLICATION: 1 September 2022**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Internship	N/A	Nairobi, Kenya	3 October 2022 or as soon as possible thereafter	Internship 6 months
<b>ORGANIZATIONAL UNIT</b> WMO Office for Eastern and Southern Africa, Regional Office for Africa Member Services and Development Department			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> Under the overall guidance of the Representative, WMO Representative Office for Eastern and Southern Africa, and the direct supervision of the ACREI Project Officer, the incumbent will support the coordination and implementation of services led projects in the Eastern and Southern Africa region. More specifically, the intern will perform the following duties: - Assist in regular communication with partners and stakeholders on project activities; - Assist in the organization of country missions and national and regional workshops; - Contribute to the review of various project reports; - Support organization of and report writing for project-related meetings, including executive committee meetings, advisory board meetings, case study meetings and work package meetings; - Support tracking of outputs, deliverables and milestones in accordance with developed work plans; - Support monitoring of project risks and updating of the project risk matrices as appropriate; - Support coordination and joint events with other WMO projects and initiatives; - Carry out other duties as required.			<b>QUALIFICATIONS</b> <b>Education</b> Bachelor or equivalent university degree from a recognized university or technical institute in meteorology, climate science, geography, earth, physical or natural sciences or a related field. Having completed or being enrolled in the last year in a similar Master's programme of a recognized University would be an asset. <b>Experience</b> Work experience is not required however, any experience with international organizations and climate services will be an asset. <b>Other requirements</b> Sense of responsibility, detail-oriented, initiative, ability to work in a team. Some knowledge of the activities of WMO or other United Nations agencies. <b>Languages</b> Excellent knowledge of English (spoken and written).  (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: 4 August 2022</b>				