



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
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VACANCY NOTICE NO: INTERNSHIP/2022/WCRP SI 3
DEADLINE FOR APPLICATION: 20 December 2022

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 World Climate Research Programme (WCRP) Science and Innovation Department			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 Head, but working closely with the Science and Communications Officer of the World Climate Research Division, the intern will perform the following duties: <ul style="list-style-type: none">- Support the production of science communication materials such as newsletters, brochures, and circulars for key WCRP activities (regular newsletters produced, brochures and circulars produced as needed)- Content production for the WCRP and WCRP portion of the WMO website, as well as social media platforms, disseminating news and events (regular news items and social media content produced)- Assist in providing logistical support to meetings and activities of the WCRP Lighthouse Activities (www.wcrp-climate.org/lha-overview), including "The WCRP Academy", "Safe Landing Climates" and "My Climate Risk" (meetings and activities supported)- Support cross-department communication and outreach activities, including providing WCRP inputs to SI Department briefs, events, and other communications products.- Any other duties as required			QUALIFICATIONS Education BSc or equivalent in environmental sciences, science (natural or social) or communications. Experience -Applicants are not required to have professional work experience for participation in the internship programme -Proficient knowledge and experience of Microsoft Office and common audio and video software applications -Experience of working with websites and social media platforms is desirable -Experience of working with Adobe Illustrator and InDesign is desirable Languages Excellent knowledge of English (spoken and written) is essential. Knowledge of the other official languages of WMO would be an advantage (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: 22 November 2022				