



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
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VACANCY NOTICE NO: INTERNSHIP/2022/WWRP SI 2
DEADLINE FOR APPLICATION: 7 October 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Internship	N/A	Geneva, Switzerland	To be determined	Internship 12 months
ORGANIZATIONAL UNIT			WMO is committed to achieving diversity and a balanced workforce. Applications are welcome from qualified women and men, including those with disabilities.	
World Weather Research Division Science and Innovation Department				
DUTIES AND RESPONSIBILITIES			QUALIFICATIONS	
<p>Under the primary supervision of the Head, but working closely with the WWRP team, the intern will perform the following duties:</p> <ul style="list-style-type: none"> - Develop and maintain regular production of science communication materials such as newsletters, web stories, brochures, and circulars for key WWRP activities in collaboration with the WMO central communications team and the Science and Innovation department; - Identify key internal and external contacts and opportunities to facilitate communication efforts; - Support the maintenance of the Research Expert Network for current and new members of our community of experts; - Support the production of an evaluation brochure with the main achievements of the WWRP since 2016 until 2023; - Support the WWRP team in providing logistical and administrative support to meetings and activities of the WWRP, specifically the Working Groups and core projects; - Any other duties as required 			<p>Education BSc or equivalent in environmental sciences, science (natural or social) or communications. A Masters degree would be an advantage.</p> <p>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</p> <p>Languages Excellent knowledge of English (spoken and written) is essential. Knowledge of the other official languages of WMO would be an advantage</p> <p>(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)</p>	
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: 9 September 2022				