



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
Temps • Climat • Eau

VACANCY NOTICE NO: 2201
DEADLINE FOR APPLICATION: 27 July 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Linguistic Services Support Officer	P3	Geneva, Switzerland	To be determined	Fixed-term - 2 years
ORGANIZATIONAL UNIT				
Linguistic Services and Publishing (LSP) Section, Language, Conference and Common Services (LCC) Division Governance Services Department			WMO is committed to achieving diversity and a balanced workforce. Applications are welcome from qualified women and men, including those with disabilities. The statutory retirement age after 1 January 2014 is 65. For external applicants, only those who are expected to complete the term of appointment will normally be considered.	
DUTIES AND RESPONSIBILITIES			QUALIFICATIONS	
Under the direct supervision of the Chief, Linguistic Services and Publishing (C/LSP), and overall supervision of the Director, Language, Conference and Common Services (D/LCC), the incumbent will perform the following duties:			Education	
(a) Provide internal and external linguists with relevant information and tools/reference materials to support their work; answer their queries; organize relevant training and provide guidance materials, as necessary;			Master's degree or equivalent higher education qualification in linguistics (languages, translation, terminology or interpretation). Bachelor's degree can be accepted in conjunction with relevant work experience.	
(b) Manage the Section's computer assisted translation (CAT) tool eLUNa; serve as a focal point in communication with eLUNa service provider; ensure that all translated documents are uploaded to eLUNa within the shortest timeframe possible; ensure correctness of alignment of documents in eLUNa in all the language pairs; manage users and their access rights; suggest improvements to eLUNa and follow up on their implementation;			Experience At least five years of experience in translating, editing, terminological work, post-editing and/or revising and working in multilingual production in a governmental or an international organization, or a large-scale private company, of which three years of experience at the international level, preferably acquired in an international organization belonging to the UN Common System. Proven experience in the implementation and management of terminological databases, computer-assisted translation tools and machine translation. Knowledge of meteorology, hydrology or related scientific disciplines is an advantage.	
(c) Manage the Organization's terminology database Meteoterm/UNTERM, ensuring the accuracy and completeness of terminological entries in all WMO official languages; monitor WMO documentation and publications with a view to identifying new terminology/acronyms and add new entries to the terminological database; ensure removal of duplicates, both internal and with other UNTERM integrated databases; take appropriate action with regards to users' requests for addition of new terms or updating existing ones;			Other requirements Familiarity with the working methods employed for the preparation of documents for international conferences and meetings and experience of the working procedures and terminology of WMO and/or other international organizations. Ability to work under pressure whilst keeping the quality and productivity criteria at the highest level, due account being taken of the difficulty of the text and specified deadline; ability to shift attention rapidly from one project to another; ability to understand clearly the overall purpose of published material, and to attend accurately to all details. Ability to work in a multicultural environment and to foster diversity and team spirit.	
(d) Manage the WMO eLibrary ensuring the timely upload of new publications and correctness of library structure and its collections; liaise with the library service provider on technical aspects; provide support to C/LSP on management of the eLibrary contract; provide publication usage statistics and other relevant information, as requested;			Languages Excellent knowledge of English and French (both oral and written). Knowledge of other official languages of the Organization would be an advantage.	
(e) In close cooperation with LSP linguists, maintain the WMO Language Resources page on the WMO Community Platform for all WMO official languages;			(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)	
(f) Keep abreast of innovative technologies in the fields of CAT tools, terminology management, machine translation and other similar fields; provide recommendations to C/LSP on the improvement of existing tools and/or implementation of new ones; coordinate the implementation of the above technologies, as necessary;				
(g) Assist C/LSP with procurement processes related to the acquisition of new tools or migration of existing ones to new platforms, as required;				
(h) Draft guidance and training materials on the use of CAT				

tools, MeteoTerm, eLibrary and other relevant tools and resources, as necessary;

(i) Carry out other relevant duties as required.

The Secretary-General may appoint a candidate at a grade below the advertised grade of the post, with the possibility of promotion to that grade within three years of appointment, subject to satisfactory appraisal of performance.

Possibility of renewal subject to the availability of funds and pending satisfactory performance after an initial probationary period of one year which can be extended up to a maximum of two years.

SALARY AND ALLOWANCES

Annual net base salary on initial appointment is: US\$ 62692

Annual post adjustment on initial salary is: US\$ 40624 (in addition to the net base salary)

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: 29 June 2022