



World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat  
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**VACANCY NOTICE NO: 2143**  
**DEADLINE FOR APPLICATION: 9 August 2021**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Metadata Clerk (Local recruitment only)	G4	Brest, France	To be determined	Fixed-term - 2 years

<b>ORGANIZATIONAL UNIT</b> OceanOPS, Earth System Monitoring (ESM) Division, Earth System (ES) Branch Infrastructure 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.
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<b>DUTIES AND RESPONSIBILITIES</b> Under the general supervision of the Director of the Infrastructure Department (D/I) and the Head, Earth System Monitoring Division (H/ESM), and the direct supervision of the OceanOPS Manager, the incumbent will perform the following duties:  - Use the OceanOPS back-end and front-end systems to routinely control the quality and record metadata on all OceanOPS ocean observing networks and emerging ones;  - Review, build and maintain integrated metadata reference tables for all observing systems, targeting convergence between i) observing networks standards, ii) British Oceanographic Data Centre (BODC)/Seadatanet or other oceanographic standards, and iii) WMO Integrated Global Observing System (WIGOS) standards;  - Document the OceanOPS (input) metadata standards for the different observing network communities;  - Control the quality of the OceanOPS (output) metadata submission to WIGOS/OSCAR;  - Respond to users requests, issues and act as service desk for a diverse community;  - Provide monthly summaries of metadata quality controlled, metadata entries, status of user guide development, and similar;  - Perform additional tasks commensurate with the role and as assigned by the supervisor; and  - Carry out other relevant duties, as required.	<b>QUALIFICATIONS</b>  <b>Education</b> Completed secondary school education or equivalent secretarial, commercial or technical studies with corresponding diploma.  <b>Experience</b> A minimum of four years of progressively responsible experience supporting oceanographic, meteorological or hydrological work. Familiarity with the WMO Observing Systems Capability Analysis and Review (OSCAR) and other WIGOS related tools. Good knowledge of ocean observing systems instrumentation.  <b>Other requirements</b> Ability to work independently and effectively under heavy pressure. Excellent interpersonal skills and ability to establish and maintain effective working relations. Sense of diplomacy, tact and discretion. Proven written and oral communication skills. Ability to draft clearly and concisely, to manage workloads with conflicting schedules and to pay attention to detail. Ability to work in a multicultural environment and to foster diversity and team spirit.  <b>Languages</b> Excellent knowledge of English and French (both oral and written). Knowledge of other official languages of the Organization would be an advantage.  (Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)
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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.

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**SALARY**  
Annual net base salary on initial appointment and after deduction for staff assessment is: EUR 36,507

**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: 12 July 2021**