



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
 Temps • Climat • Eau

VACANCY NOTICE NO: 2190
DEADLINE FOR APPLICATION: 15 June 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Publishing Assistant (English) (50%) (local recruitment only)	G5	Geneva, Switzerland	To be determined	Fixed-term - 2 years

ORGANIZATIONAL UNIT Linguistic Services and Publishing (LSP), Linguistic, Conference and Common Services (LCC) 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.
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DUTIES AND RESPONSIBILITIES Under the general supervision of the Chief, Linguistic Services and Publishing (C/LSP), and the direct supervision of the Production Editor, the incumbent will perform the following duties: <ul style="list-style-type: none"> - Proofread and finalize documentation, correspondence, reports, publications, etc., prepared in English, following established templates, guidelines and procedures; - Verify texts received for accuracy, completeness and conformity with existing guidelines and procedures; - Bring to the attention of the author or editor concerned any substantive error or discrepancy requiring his or her intervention; - Prepare minutes of in-camera sessions from audio recordings; - Update relevant web pages; - Participate in the preparation and delivery of training related to the processing of session documentation, correspondence and similar; - When necessary, process incoming job requests in the Linguistic Services and Publishing (LSP) Section using the LCP database; - Analyse and process job requests, and follow up work in progress through the various phases of translation work and text-processing; provide clear instructions to the language streams regarding distribution and uploading; - Clarify issues and liaise with initiating departments and with translation teams; bring significant discrepancies, anomalies and conflicting priorities to the attention of the supervisor; - Allocate deadlines taking into consideration the internal workload and the availability of internal resources; - Prepare status reports, draft e-mails and memos; - Carry out other relevant duties, as required. 	QUALIFICATIONS Education Completed secondary school education or equivalent secretarial, commercial or technical studies with corresponding diploma. Experience Minimum of five years of progressively responsible experience in linguistic administrative work and proofreading, of which two years in an international organization. Other requirements Demonstrated skills in proofreading, grammar, verbatim, transcription of audio recordings, formatting, and speed typing. Familiarity with documentation production. Excellent knowledge of Microsoft Office applications (Excel, Word, PowerPoint), multi-tasking systems (email, agendas, etc.), web and Oracle iProcurement applications or similar system. 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. Languages English as principal language (oral and written). Strong grammar and spelling. Good working knowledge of French. 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.

SALARY
Annual net base salary on initial appointment and after deduction for staff assessment is: 75384

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: 19 May 2022