



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

7 bis, avenue de la Paix – Case postale 2300 – CH 1211 Genève 2 – Suisse

Tél.: +41 (0) 22 730 81 11 – Fax: +41 (0) 22 730 81 81

wmo@wmo.int – www.wmo.int

Weather • Climate • Water
Temps • Climat • Eau

VACANCY NOTICE NO: 2177
DEADLINE FOR APPLICATION: 26 April 2022

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Secretary (50%) (local recruitment only)	G4	Geneva, Switzerland	To be determined	Fixed-term - 1 year
ORGANIZATIONAL UNIT WMO Staff Association			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 Under the general supervision of the WMO Staff Association President and Staff Committee, the incumbent will perform the following duties: - Maintain the Staff Association (SA) office and respond to questions and inquiries from Staff; - Provide assistance and coordination in support of planning and implementation of activities and events of the SA; - Assist in the coordination and organization of the SA General Assembly and other SA meetings; - Support and coordinate communications and activities with the Federation of International Civil Servants' Associations (FICSA); - In coordination with the Staff Secretary, maintain the documents of the SA, including the provision of key documents to the WMO information system; - Assist in the holding of Staff Committee and staff representative nomination processes and elections; - Coordinate subscriptions of staff as financial members of the SA; - Attend meetings of the Staff Committee and report on activities of the SA Office; - Maintain a record of transactions from the SA Office cash accounts and routinely report on its status to the Staff Treasurer; - With the Staff Secretary, develop and coordinate the communications from the Staff Committee to Staff; - Work with designated Staff Committee members to organize and coordinate activities and services of the SA, including the operation and maintenance of the Gym and the Activities Room; - Assist the staff representative to AMICALE with communications to and meetings of AMICALE; - 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 four years of progressively responsible experience in similar positions, of which two years in providing general office support in an international organization in related work. Other requirements Excellent knowledge of Microsoft Office applications (Excel, Word, PowerPoint). Ability to work independently and effectively under pressure. Excellent interpersonal skills and ability to establish and maintain effective working relations. Sense of diplomacy, tact and discretion. Ability to adapt to the replacement of a number of the Committee members each year as a result of elections. Good written and spoken communications skills, including proven ability to draft texts. Ability to work in a multicultural environment and to foster diversity and team spirit. Languages 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.)	
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.				
The position is limited to 31 December 2023 with no expectation of renewal.				
SALARY Annual net base salary on initial appointment and after deduction for staff assessment is: 68'875				
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 March 2022				