



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: 2188**  
**DEADLINE FOR APPLICATION: 13 June 2022**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Senior Legal Officer	P5	Geneva, Switzerland	To be determined	Fixed-term - 2 years
<b>ORGANIZATIONAL UNIT</b>		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.		
Legal Counsel and Director Administration Division (LCA) Governance Services Department				
<b>DUTIES AND RESPONSIBILITIES</b>		<b>QUALIFICATIONS</b>		
<p>Under the supervision and guidance of the Legal Counsel and Director Administration Division (D/LCA), the incumbent will perform the following duties:</p> <p>(a) Serves as a recognized expert in international and administrative law, and independently handles a wide range of multi-discipline, highly complex, and often sensitive and/or conflicting legal matters involving issues relating to international, public, private and administrative law;</p> <p>(b) Assist the Director in general management and administration of the division, organizing and prioritizing the workload and providing general coordination and supervision of assignments;</p> <p>(c) In collaboration with the Director, makes various types of recommendations to senior officials of substantive units with respect to actions to take;</p> <p>(d) Provides authoritative legal advice on diverse range of highly complex or novel substantive and procedural questions of law, which may include those related to administration and management, institutions support, procurement and contracts, peacekeeping and other operational matters, separately administered programmes and funds, etc.;</p> <p>(e) Organizes and supervises research studies and the preparation of legal opinions, as well as performs extensive legal research and analysis on highly complex or novel legal issues/questions and prepares legal opinions, studies, briefs, reports, and correspondence;</p> <p>(f) Advises on and supervises the review, negotiation and drafting of major contracts, agreements, indictments, institutional and operational modalities, legal submissions/ motions, and other legal documents; develops new legal modalities to meet unique needs/circumstances;</p> <p>(g) Services conferences, commissions, committees, task forces, expert groups and other bodies, including preparation of background materials, summaries of issues and views of delegations, meeting reports, etc.;</p> <p>(h) Independently handles the defense and pursuit of claims, disputes or prosecution of criminal cases; negotiates settlement of major claims and prepares legal documentation relating to such settlements;</p> <p>(i) Represents, the organization on major cases in tribunal and administrative proceedings, including disciplinary cases and staff appeals;</p> <p>(j) Provides legal advice to senior officials on the interpretation</p>		<p><b>Education</b> Master's degree or equivalent in law.</p> <p><b>Experience</b> A minimum of ten years of progressively responsible professional experience in law, including legal analysis, research and writing.</p> <p><b>Other requirements</b> High sense of integrity, responsibility, and maturity of judgment; ability to work autonomously; good level of initiative and creativity; excellent interpersonal skills; demonstrated ability to plan, organize and manage multiple workloads; ability to draft reports, correspondence and legal documents clearly and succinctly in English; good working knowledge of Microsoft Office applications; familiarity with the work of WMO and its co-sponsored Secretariats, including the Intergovernmental Panel on Climate Change. Ability to work in a multicultural environment and to foster diversity and team spirit.</p> <p><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.</p> <p>(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)</p>		

of personnel policies, regulations and rules, including the review of administrative implications of Administrative Tribunal judgments; coordinates the preparation of revisions to the staff regulations and to all series of the Staff Rules; coordinates the preparation or amendment of administrative issuances and verifies their consistency with the Staff Regulations and amendments of administrative issuances and verifies their consistency with the staff regulations and rules;

(k) Serves on various standing boards, committees, ad hoc working groups and task forces, as required; promotes the work of WMO and represents the organization at meetings, conferences, seminars, etc.;

(l) Contributes to review and design of new, or new applications of, legal instruments, policy, guidelines, systems, copyrights etc.;

(m) Carries 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\$ 90664

Annual post adjustment on initial salary is: US\$ 59385 (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: 16 May 2022**