



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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GENEVA, 10 February 2010

VACANCY NOTICE No. Roster/1/2010
(Local Recruitment)

- POST : Temporary Clerk/Assistant (establishment of a roster)
- GRADE : G.3/G.4/G.5
- NATURE OF APPOINTMENT : This temporary position is subject to short-term needs
- DUTIES : Under the Departmental Director, the incumbent will carry out the following duties:
- Provide secretarial support to ensure the efficient and smooth running of the Division/Department;
 - Register and distribute internal/external mails including monitoring of deadlines for providing information and inputs to other Departments; handle, register and route all incoming and outgoing mail within the Department with a view to establishing deadlines and providing support as may be necessary;
 - Draft, type, edit, proof-read and finalize letters, correspondence and documents following standard procedures and formats and within the time limit prescribed for the tasks;
 - Prepare correspondence, reports and documents; prepare PowerPoint presentations, spreadsheets, meeting forms, Special Service Arrangements, travel requests, budget-related requisitions, etc.; be responsible for administrative and secretarial preparations and follow-up actions relating to Departmental meetings and missions;
 - Organize and maintain the office records and files, organize and maintain the filing system; record and upkeep publications, mailing lists and other databases;
 - Respond to telephone and written enquiries and liaise with different stakeholders;
 - Provide administrative support to technical meetings and working group sessions including providing assistance to visiting experts/consultants by making the necessary travel arrangements and preparing documents;
 - Undertake other relevant secretarial and administrative duties as required in coordination with the Administrative Assistant of the Department; replace, on a rotational basis, the Administrative Assistant when absent;
 - Carry out other relevant duties as required.

- QUALIFICATIONS : **Education**
- Secondary school or commercial school education with secretarial or equivalent training.
- : **Experience**
- G.3: A minimum of three years experience in similar functions.
G.4: A minimum of four years of progressively responsible experience in similar posts.
G.5: A minimum of five years of progressively responsible experience in similar functions of which several years in an international organization. Ability to draft correspondence, memoranda and reports. Experience in screening and filtering incoming correspondence and documents.
- : **Other requirements**
- Demonstrated ability to work with standard word-processing, spreadsheet and presentation software and multi-tasking systems (e-mail, agendas, etc.) and the use of Oracle I-procurement, or other ERP, applications. Good communication and interpersonal skills and ability to draft and produce correspondence, to manage workloads within a multi-structured environment and to pay attention to detail. Sense of diplomacy, tact and discretion. Demonstrated ability to use databases. Extensive experience with computer-based office applications is essential.
- : **Languages**
- Excellent knowledge of English or French and a good working knowledge of the other. Knowledge of other official languages of the Organization would be an advantage.
- (Note: the working languages of the WMO Secretariat are English and French. The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)
- APPLICATIONS : Applications are invited from suitably qualified female and male candidates. Applications should be made on an **up-to-date** WMO Personal History Form, which may be obtained from the Secretariat on request or downloaded from the Internet at <http://www.wmo.int/vacancies> and should be addressed to:
- The Chief, Human Resources Division
World Meteorological Organization
P.O. Box 2300
CH-1211 GENEVA 2
- Please refer to the vacancy notice number in your application. Due to the expected volume of applications, receipt of applications cannot be acknowledged individually. Only applicants in whom WMO has a further interest will be contacted.
- CLOSING DATE : Applications should be received in the Secretariat no later than **15 April 2010**.

Note : Candidates may be required to sit a written test and/or an interview.