



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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GENEVA, 19 February 2010

VACANCY NOTICE No. 1760, Rev.

- POST : Secretary
- ORGANIZATIONAL UNIT : Regional Office for Asia and the South-West Pacific (RAP)
Development and Regional Activities (DRA) Department
- GRADE : G.4*
- INITIAL SALARY : 67,485 Swiss francs per annum, after deduction for staff assessment.
- DUTY STATION : Geneva, Switzerland
- NATURE OF APPOINTMENT : Fixed term of two years with possibility of extension pending satisfactory performance after an initial probationary period of one year, which can be extended up to a maximum of two years.
- DUTIES : Under the general guidance and supervision of the Director of the Regional Office for Asia and the South-West Pacific (D/RAP), the incumbent will perform the following duties:
- Prepare correspondence, documents, presentations, spreadsheets, meeting forms, Special Service Agreements, travel requests and other budget-related requisitions, reports, etc. using computerized office facilities and programmes (Internet, e-mail, FTP file transfer, Excel, MS Word, MS Access, PowerPoint, I-Procurement, etc.), in close collaboration with the requesting RAP staff and within established deadlines;
 - Provide general secretarial support to RAP meetings and missions and, in particular sessions of regional associations, technical conferences and seminars, working groups and workshops arranged under the DRA Department;
 - 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;
 - Handle, register and route all incoming and outgoing mail of the Office with a view to establishing deadlines and providing support as may be necessary;
 - Organize and maintain the filing system and mailing lists and keep them up to date, including maintaining the appropriate databases;
 - Undertake other relevant secretarial duties as required in coordination with the Administrative Assistant of the Department;
 - Carry out other related 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.

- QUALIFICATIONS : **Education**
- Completed secondary school education or equivalent commercial or technical studies.
- Experience**
- A minimum of four years of progressively responsible experience in similar positions, of which two years in an international organization in related work.
- Other requirements**
- Excellent knowledge of Microsoft Office applications (Excel, Word, PowerPoint), multi-tasking systems (e-mail, agendas, etc.) and Oracle I-Procurement applications. 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 communications skills. Ability to draft and produce correspondence and documents, to manage workloads within a multi-structured environment and to pay attention to detail.
- Languages**
- Excellent knowledge of English or French and a good working knowledge of the other language. 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.)
- COMMENCEMENT OF DUTY : **15 April 2010** or as soon as possible thereafter.
- 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
- CLOSING DATE : Applications should be received in the Secretariat no later than **19 March 2010**.

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