

Sujet : WMO Vacancy Notice No. 1958 - Secretary/Secrétaire, G.4, GEO

De : Expedition WMO no reply <expedition@wmo.int>

Date : 24. 02. 16 13:02

Pour : Expedition WMO no reply <Expedition@wmo.int>

Dear colleagues/Cher(e)s collègues,

A new vacancy notice is available on e-recruitment. Please click on the link below to access Vacancy Notice No. 1958:

Une nouvelle vacance de poste est disponible sur le e-recrutement. Le lien suivant vous permet d'accéder à la vacance de poste no. 1958:

<https://erecruit.wmo.int/public/>

Human Resources Division  
Division des ressources humain

World Meteorological Organization [www.wmo.int](http://www.wmo.int) (EYP/EPD/DA) 1  
11a Av. de la Paix, CH-1211, Geneva 2 - Switzerland

*This e-mail and any files transmitted with it are confidential. If you are not the intended recipient, you should immediately delete this e-mail and its contents, notify the sender, and destroy the original. Do not disseminate, distribute, copy, or otherwise use this e-mail. The content of this e-mail does not necessarily reflect the official position of the World Meteorological Organization. WMO is not responsible for any damage or loss of data or information, and may contain viruses or may be delayed, and the sender is not liable for any of these occurrences.*

The information contained in this electronic message and any attachments are intended for specific individuals or entities, and may be confidential, proprietary or privileged. If you are not the intended recipient, please notify the sender immediately, delete this message and do not disclose, distribute or copy it to any third party or otherwise use this message. The content of this message does not necessarily reflect the official position of the World Meteorological Organization (WMO) unless specifically stated. Electronic messages are not secure or error free and may contain viruses or may be delayed, and the sender is not liable for any of these occurrences.

Please do not print this e-mail unless absolutely necessary - SAVE PAPER

Ambassade Mission Permanente du Burkina Faso à Genève	
COURRIER ARRIVE	
Arrivé le	25/02/16
S/N	0698

24. 02. 16 13:03



World Meteorological Organization  
Organisation météorologique mondiale

Secretariat  
7 bis, avenue de la Paix - Case postale 2300 - CH 1211 Genève 2 - Suisse  
Tel.: +41 (0) 22 730 81 11 - Fax: +41 (0) 22 730 81 81  
wmo@wmo.int - www.wmo.int

Water • Climate • Weather  
Eau • Climat • Météo

VACANCY NOTICE NO: 1958  
DEADLINE FOR APPLICATION: 26 March 2016

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Secretary (local recruitment only)	G4	Geneva, Switzerland	15 May 2016 or as soon as possible thereafter	Fixed-term - 2 years

**ORGANIZATIONAL UNIT**  
Department on Earth Observations Secretariat

Applications from suitably qualified female and male candidates are equally welcome. 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.

**FUNCTIONS AND RESPONSIBILITIES**  
Under the direct supervision of the Senior Administrative Officer, the incumbent will perform the following duties:  
- Handle general correspondence, draft simple letters and reports of a routine nature. Prepare requisitions in Oracle HR system.  
- Make arrangements for travel and prepare travel authorizations for secretariat staff. Prepare travel requisitions in Oracle HR system.  
- Maintain the Secretariat filing system and mailing lists and keep up to date, including updating the appropriate databases.  
- Provide support for meetings, preparation of meeting forms, printing registrations, preparing lists of participants, printing and preparing badges, making travel arrangements for participants. Provide secretarial support during meetings and maintain a log of meeting and related travel expenditures.  
- Provide back-up secretarial support to the Director's office in absence of the other support staff.  
- Perform other related duties, as required.

**QUALIFICATIONS**  
*Education*  
Completed secondary school education or equivalent secretarial, commercial or technical studies with corresponding diplomas.  
*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.), Internet, Google applications, FTP file transfer and Oracle HR-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.  
(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.)

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.

Eligibility 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.

**2Y**  
Annual net base salary on initial appointment and after deduction for staff assessment is: CHF 68,611

**Additional information:**  
Candidates in whom WMO has a further interest will be contacted. Shortlisted candidates may be required to sit a written assessment and/or an interview.

Issue of vacancy notice: 24 February 2016