

**No. O-Int/Circular/2024**  
भारत सरकार / **Government of India**  
पृथ्वी विज्ञान मंत्रालय / **Ministry of Earth Sciences**  
भारत मौसम विज्ञान विभाग / **India Meteorological Department**  
मौसम विज्ञान के महानिदेशक का कार्यालय / **Office of the Director General of Meteorology**  
मौसम भवन, लोदी रोड / **Mausam Bhavan, Lodi Road**  
नई दिल्ली-110003 (भारत) / **New Delhi - 110003 (India)**

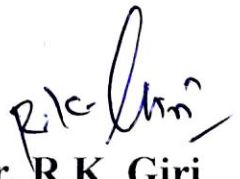
**Dated: 22.04.2024**

**Circular**

Subject: WMO Vacancy Notice No. 2295: Travel Clerk (local recruitment)

WMO Vacancy Notice No. 2295 is attached herewith. Interested and eligible IMD officials may apply for the above mentioned post under intimation to Organisation Division at;

Email: [organisationsection@gmail.com](mailto:organisationsection@gmail.com) .

  
**Dr. R.K. Giri**  
**Sc.-F (Head Org.)**  
**For DGM**



**World Meteorological Organization**  
**Organisation météorologique mondiale**

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**VACANCY NOTICE NO: 2295**  
**DEADLINE FOR APPLICATION: 4 May 2024**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Travel Clerk (local recruitment)	G5	Geneva, Switzerland	To be determined	Fixed-term - 1 year

<b>ORGANIZATIONAL UNIT</b> Conference Services (CNF) Section Governance Services Department	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.
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<b>DUTIES AND RESPONSIBILITIES</b> WMO is looking for a highly organized, dynamic, and detail-oriented travel clerk to manage and coordinate travel arrangements for its staff and meeting participants. The role demands ensuring efficient, cost-effective, environmentally friendly, and policy-compliant travel logistics that support the organization's goals.  Key Responsibilities: 1) Travel Coordination: Plan in coordination with departments and units involved, all aspects of travel for WMO staff and meeting participants, including flights, accommodations, and ground transportation. 2) Travel Policy Compliance: Ensure all travel arrangements adhere to WMO's travel policies and guidelines. 3) Liaisons: To liaise with service providers as required, make sure that their proposals are cost-effective, and maintain effective relationships. 4) Emergency Management: Address travel emergencies or unexpected changes promptly and efficiently. 5) Records Keeping: Maintain accurate records of travel expenses and compile comprehensive reports for management review. 6) Market Awareness: Keep updated with the latest trends in the travel industry, changes in visa regulations, and safety advisories.	<b>QUALIFICATIONS</b>  <b>Education</b> Completed secondary education or equivalent in secretarial, commercial, or technical studies.  <b>Experience</b> Proven track record as a travel agent or in a similar role for at least 5 years.  <b>Other requirements</b> Skills: Exceptional organizational and time management capabilities, strong negotiation and problem-solving skills.  Technology: Proficient with GDS systems, including Amadeus, Sabre, etc. Knowledgeable about using ERP systems such as Quantum or Oracle. Excellent knowledge of Microsoft Office 365.  Competencies: Ability to work under pressure and manage multiple tasks simultaneously.  Communication: Excellent verbal and written communication skills.  <b>Languages</b> Excellent command of English, and French both oral and written. Knowledge of other official languages of the Organization is an advantage.  (Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)
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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**  
Annual net base salary on initial appointment and after deduction for staff assessment is: 78,737

**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: 19 April 2024**