



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: 2313
DEADLINE FOR APPLICATION: 7 September 2024

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Associate Legal Officer	P1	Geneva, Switzerland	To be determined	Fixed-term - 2 years non renewable

ORGANIZATIONAL UNIT Office of the Legal Counsel	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.
---	--

DUTIES AND RESPONSIBILITIES Under the overall supervision of the Legal Counsel, the Associate Legal Officer will be responsible for the following duties: a) Conducts legal research on a diverse range of assigned issues in international law and other area(s) of specialization using multiple research sources; selects relevant material, analyzes information and presents findings for internal review; b) Assists the Legal Counsel in the review of legal documents, instruments, or other material; identifies important issues, similarities and inconsistencies; etc. c) Assists in the preparation of drafts of background papers, studies, reports; etc. d) Assists in the preparation of legal opinions/advice on a wide range of international public and private law issues, including the WMO Convention, Congress resolutions and decisions involving, inter alia, issues relating to privileges and immunities, procedural issues arising during meetings of WMO and its constituent bodies, constitutional and administrative law of the Organization; e) Assists in the preparation of agreements and contracts with governments, NGOs and other public and private entities, as well as claims and disputes; f) Assists in representing the Organization before arbitral and other tribunals or administrative proceedings, including disciplinary cases; g) Assists in providing legal advice on human resources matters and assists in reviewing administrative decisions; h) Assists Legal Office in servicing diplomatic conferences, commissions, committees, task forces and other bodies, including preparation of background materials, summaries of issues and views of delegations; etc. i) Performs other duties as assigned.	QUALIFICATIONS Education Advanced university degree (Master's degree or equivalent) in law. Experience A minimum of one year of progressively responsible professional experience in law, including legal analysis, research, and writing. Languages Excellent knowledge of English (both oral and written). Knowledge of other official languages of the Organization would be an advantage. (Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)
---	--

SALARY AND ALLOWANCES Annual net base salary on initial appointment is: US\$ 39401 Annual post adjustment on initial salary is: US\$ 34830 (in addition to the net base salary)
--

Additional Information:
Applications should be made online through the WMO e-recruitment system at <https://erecruit.wmo.int/public/>. Do not send your application via multiple routes. Only applicants in whom WMO has a further interest will be contacted.

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

Date of issue of vacancy notice: 8 August 2024