



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
 Temps • Climat • Eau

VACANCY NOTICE NO: 2345
DEADLINE FOR APPLICATION: 15 March 2025

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Chief Conference Services Unit	P5	Geneva, Switzerland	To be determined	Fixed-term - 2 years

ORGANIZATIONAL UNIT Conference and Facilities (CNF) Division 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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DUTIES AND RESPONSIBILITIES Under the supervision of the Director, Linguistic, Conference and Facilities Division, the incumbent will perform the following duties: a) Responsible for the efficient management of internal and external activities of the Conference Services Section. This implies management of WMO conference services, CNF in-house teams, interpreting services provided by external providers, quality assurance through regular evaluation of our clients' needs compared to the current provision of services, and updating WMO policies and activities so as to ensure continual continuous improvement; b) Provide strategic input on conference services aiming professionalism and excellence; c) Supervise the management of the WMO Conference Centre: develop strategies and policies for its operations and supervise the organization of its activities, including the renting of facilities to external clients, if possible; d) Manage and supervise staff supporting the technical departments in the submission of travel and meeting requests; e) Supervise the organization of interpreting services requested by WMO departments in the official WMO languages (Arabic, Chinese, English, French, Russian, Spanish); f) Draft and update relevant chapters of the WMO Standing Instructions; g) Supervise the planning, preparation and organization of CNF services for WMO constituent body (CB) and other major meetings and conferences (including IPCC, GEO and GCOS) in Geneva and abroad, including those done in conjunction with other IOs (ICAO, UNESCO, ECW, EUMETSAT, etc.); act as a Conference officer during Regional association and Technical commission meetings of WMO, IPCC plenaries and other major meetings; h) Interact with the Permanent representatives to WMO regarding CB sessions; investigate with potential host countries and seek confirmation of invitations to put forward during the Congress and CB meetings; i) Seek agreement of TC/RAs Presidents on time and place of CB meetings and the agreement of WMO President; j) Responsible for preparing, negotiating and finalizing the host country agreement, in coordination with WMO Legal and Budget Sections and negotiating the cost-effective organization of conferences abroad, including the provision of diplomatic	QUALIFICATIONS Education Master's degree or equivalent in communications, political sciences, social sciences, external relations or related area. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree. Experience A minimum of ten years of progressively responsible experience in administration, management, logistics, planning and coordination/execution of large-scale events. Substantive experience in international event management and coordinating with internal and external stakeholders. Languages Excellent knowledge of English and French (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.)
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services, financial and human resources; Supervise the preparation and dispatch of invitation letters of the Congress, EC, and constituent body sessions; supervise and sign the visa requests;

k) Supervise the reception and monitoring of the credentials of the delegations participating in the WMO CB sessions and IPCC meetings; securing the necessary quorum for the WMO CB meetings by, inter alia, contacting the permanent missions of WMO Members in Geneva or their Representatives, when the WMO meetings are held elsewhere;

l) Prepare detailed information on required conference arrangements for budgetary estimates and accounting control; coordinate the relationships with the substantive departments and manage on behalf of departments and delegations negotiation and resolution of any problems that may arise in the servicing of meetings;

m) Attend, when required, inter-agency meetings on conference matters;

n) Deputize for D/LCC during their absence;

o) Carry out other relevant duties as required.

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 AND ALLOWANCES

Annual net base salary on initial appointment is: US\$ 101540

Annual post adjustment on initial salary is: US\$ 84887 (in addition to the net base salary)

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: 13 February 2025