



**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: 2374**  
**DEADLINE FOR APPLICATION: 20 September 2025**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Administrative Assistant	G5	Geneva, Switzerland	To be determined	Fixed-term - 1 year

<b>ORGANIZATIONAL UNIT</b>  WMO-WHO Joint Climate Health Office 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.
--	--

<b>DUTIES AND RESPONSIBILITIES</b>  Under the direct supervision of the Project Officer of the WMO-WHO Joint Climate Health Office, the Administrative Assistant supports the projects assigned to her/him on a day-to-day basis. The Administrative Assistant's prime responsibility is to ensure that the projects under her/his responsibility produce the results specified in the project documents, to the required standard of quality and within the specified constraints of time and cost.  The incumbent will perform the following duties:  (a) Develop and manage project management systems for assigned projects, providing team leaders with up-to-date information on budgets, contracts, and reports. Track tasks and projects, and ensure timelines are maintained;  (b) Based on project plans, anticipate, prepare and track administrative processes related to IAs, LoAs, LoUs, and SSAs;  (c) Support general administrative tasks including prepare and monitor memos, support recruitment and onboarding process for new staff and consultancies, support advertisement of consultancies, open calls, and tenders;  (d) Provide logistical and implementation assistance for project activities, such as organization and tracking of missions and meetings; purchase orders and payments, liaison with relevant departments;  (e) Support administrative and financial planning, payment tracking, and reporting with relevant departments;  (f) Support team scheduling and assist with general correspondence, including Invitation letters for meeting, etc.;  (g) Carry out other relevant duties as required.	<b>QUALIFICATIONS</b>  <b>Education</b> A high school diploma is required. A certificate or degree in administration or project management is a plus.  <b>Experience</b> Minimum 5 years of experience in administrative services, modern IT, finance, travel, procurement, meeting arrangements. Previous project management experience, and UN experience would be an advantage.  <b>Other requirements</b> - Excellent knowledge of Microsoft 365 applications (Word, Excel, PowerPoint, Teams, Outlook, SharePoint) and necessary IT skills to create an internal project management system.  - Sense of integrity, responsibility, maturity of judgement, initiative and creativity.  - Excellent analytical, problem-solving, communication, presentation and interpersonal skills.  - Demonstrated ability to plan, organize and manage multiple workloads.  - Ability to work in a multicultural environment and to foster diversity and team spirit.  - Perfect adherence to UN values and WMO Code of Ethics.  <b>Languages</b> 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.)
---	---

This post is funded by extra-budgetary funds and the possibility of renewal subject to the availability of funds and pending satisfactory performance after an initial probationary period of six months which can be extended up to a maximum of one years.

**SALARY**  
 Annual net base salary on initial appointment and after deduction for staff assessment is: 79,366 CHF

**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: 21 August 2025**