



MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICE

DEPARTMENT OF METEOROLOGICAL SERVICES

JOB ROLE: SCIENTIFIC OFFICER (HYDROLOGY)

CORPORATE INFORMATION

1. Position Level: Salary Band H
2. Salary Range: \$34,760.31 - \$44,564.50
3. Duty Station: Meteorological Office, Nadi
4. Reporting Responsibilities:
 - a) **Reports To:** SSO (Hydrology), Nadi
 - b) **Liases with:** Principal Scientific Officer (Hydrology), Hydrology staff, Laucala, Bay Staff
 - c) **Subordinates:** Nil

POSITION PURPOSE

The primary purpose of the position is to support the function of the Hydrology division through analyzing hydrological data, assisting in flood and flash flood monitoring and issuance of alerts and warnings, hydrological drought monitoring for Fiji; undertake scientific research and Promote HSD services within the community. The position is responsible for attending customer requests and maintaining up to date customer database.

KEY RESPONSILIBITIES/KEY RESULTS AREA (KRA)

The position will achieve its purpose through the following key duties:

1. Issuance flood and flash flood alert and warnings in consultation with Senior Scientific Officer Hydrology.
2. Responding to the customer requests in a timely manner, upkeep of cliental database, and carry out research on evolving customer needs and demands in the field of hydrology including hydrological pattern and impacts.
3. Monitoring and evaluation of flood events in Fiji including establishment of flood database to assist in the validation of Flash Flood Guidance System
4. Comply with ISO 9001:2015 Quality Management System (QMS) requirements in all product and service deliveries and assist in the implementation of Quality management System for Hydrology Division.

5. Actively involved in Presenting and promoting hydrological products and services to communities and schools during awareness program and preparing awareness materials
6. Compiling, updating, distribution and archival of flood reports and development of hydrological products such as Intensity Distribution Frequency Curve, river catchment mapping, drought monitoring, flood risk maps and information sheets.
7. Actively contribute to all requirements of the Ministry including planning, budgeting, reporting, discipline, performance assessment and selection activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Daily analysis of Fiji Flash Flood Guidance System to establish areas of potential flash flood risks and issuance of timely, Accurate and reliable alerts and warning including verification of all flood events while maintaining an up to date flood database.
2. Timely and submission of hydrological products and prepare detailed flood reports within two weeks of the event with attention to details
3. All customer requests to be attended to within five working days ensuring adherence to data request procedure, collection and analysis of customer feedback on a monthly basis and maintaining of accurate customer database
4. Prepare work instructions and procedures, raise corrective actions logs and compliance to quality management system in all areas of work.

PERSON SPECIFICATION

In addition to Bachelor of Science (Mathematics and Physics) or relevant Degree in Hydrology, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles are:

Knowledge and Experience

1. 3 years of experience in the related field
2. Specialised computer skills to be able to use Operational applications and programmes for data archiving and flood forecasting
3. Knowledge of hydrological sciences in Fiji
4. Thorough knowledge and understanding of WMO standards and recommended practices as well as all internal operational forecasting Manuals and Directives.
5. Basic knowledge, understanding and commitment to the policies of the Department.

Skills and Abilities

1. Highly analytical and of good judgment - ability to examine through an exceptional amount of information to reach a scientifically sound conclusion.
2. Good communication skills and proficient in scientific report writing.
3. Ability to work under pressure and meeting deadlines all the time.
4. Good team player, easily interacting with work colleagues and the public.
5. Sensitively handle enquiries from the general public.
6. Excellent interpersonal skills
7. working as a team
8. attention to detail and high level of accuracy

Personal Character and Eligibility

Applicants for employment in the Ministry of Infrastructure and Meteorological Service must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applicants are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability