



MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES
DEPARTMENT OF METEOROLOGICAL SERVICES

ROLE DESCRIPTION: Senior Scientific Officer (National Weather Forecasting Centre)

CORPORATE INFORMATION

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| 1. Position Level | Salary Band I |
| 2. Salary Range | \$43,296.63-\$55,508.50 |
| 3. Duty Station | Nadi |
| 4. Reporting Responsibilities | |
| a) Reports to: | Principal Scientific Officer |
| b) Subordinates: | 9 Scientific Officers and 2 Graduate Trainees |
| c) Liases with: | All NWFC staffs, Director, Meteorologist, Climatologist, Hydrologist, Technical Officers, Divisional and Sectional heads, and general public. |

POSITION PURPOSE

The primary role of this position is to prepare daily forecast, warning and advisory policies; monitor the region for serve weather deployments/activity; to share Regional Specialized Meteorological Center-Tropical Cyclone Centre responsibilities with Principal Scientific Officer (NWFC) under 24/7 operation of the Division.

KEY RESPONSIBILITY/KEY RESULT AREA (KRA)

This position will achieve its purpose through the following key responsibilities;

1. Provide evidence based general and severe weather forecast, warning and advisories for Fiji and the Southwest Pacific Region;
2. Effectively manage and maintain the 24/7 operations in accordance with the World Meteorological Organization and International Civil Aviation Organization;
3. Establish and sustain effective working relationships with all staff and regional partners to optimize engagement, consultation and facilitation of performance review to align with the changing demand for Meteorology;
4. Monitor, evaluates and critically analyze the products, satellite images and its atmospheric environment for Tropical Cyclone development and other severe weather for Fiji's Area of Responsibility;
5. Accurately prepare reports, carry out research in Meteorology and keeping abreast with the changing weather patterns in the agreed time frame meeting the required standards; and
6. Carry out research on meteorological and weather phenomena; and
7. Actively contribute to all corporate requirements of the Ministry including planning, budgeting, discipline, performance assessment and selection activities where required.

KEY PERFORMANCE INDICATORS (KPI)

Performance will be measured through the following indicators;

1. All agreed business objectives of National Weather Forecasting Center, Regional Specialized Meteorological Center and Tropical Warning Center is aligned with the Operational Plan meeting all agreed requirements and timeframes;
2. Effective and timely management of staff performance and outcomes to enable successful delivery of quality and timely outputs identified in individual work plan and operational plans;
3. All reports and publication are submitted within agreed timeframes, and meet the standard reporting requirements including recommendations for improvements; and
4. Efficient management and monitoring of resources, budget allocation and assets that support meeting work plan and Department's objective including on-going contribution to sustainability.

PERSON SPECIFICATION

In addition to Post Graduate Diploma in Meteorology, the following knowledge, experience, skills and abilities are required to successfully undertake these roles are;

KNOWLEDGE AND EXPERIENCE

1. At least 5 years' experience at a National Meteorological and Hydrological Service with trends of outstanding performance in the field of Meteorology;
2. Proven knowledge of the techniques, software and applications used for Tropical Cyclone Analysis and issuance of products;
3. Demonstrated experience in Quality Assurance and International Meteorological Standards;
4. Proven expertise in the interpretation of satellite imagery and other specialized satellite products and demonstrated knowledge of mesoscale and microscale meteorology; and
5. Demonstrated experience carrying out research in Meteorology.

SKILLS AND ABILITIES

1. Ability to effectively and efficiently lead, innovate and motivate staff at different levels with multi-disciplines;
2. Excellent interpersonal skills and the ability to communicate with employees, collaborators, partners and general public within Fiji and the Region;
3. Ability to provide analytical advisories with a demonstrated ability to establish, implement and monitor work plan and Departmental objectives;
4. Proven ability to use dedicated software and its applications for the smooth running of the operations;
5. Ability to analyses, interpret meteorological observations, identify trend forecast, write special weather bulletins and scrutinize meteorological information to reach a scientific conclusion with attention to all details and high level of accuracy;
6. Service oriented approach with commitment to supporting the operational/corporate environment of the organization; and
7. Ability to follow instructions, quality assurance standards, and meet deadlines when under pressure and during critical situations.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment in the Ministry of Infrastructure and Meteorological Services must be Fijian Citizens, under age of 55, in good 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.