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**MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES**  
**DEPARTMENT OF METEOROLOGICAL SERVICES**

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**JOB DESCRIPTION: Technical Officer I (Hydrology)**

**CORPORATE INFORMATION**

1. **Position Level:** Salary Band G
2. **Salary Range:** \$28,605.45 - \$38,140.60
3. **Duty Station:** Nadi
4. **Reporting Responsibilities:**
  - a) **Reports To:** Senior Technical Officer, Suva
  - b) **Liaises with:** DMET, Hydrology staff, FMS staff
  - c) **Subordinates:** Technical Officer-2 and Technical Assistants

**POSITION PURPOSE**

The primary purpose of the position is to plan work schedule and ensuring the collection of good quality data from the station within the Western Division in compliance to quality control and quality assurance.

**KEY RESPONSIBILITIES/KEY RESULTS AREA (KRA)**

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

1. Ensure Inspection and Maintenance of the Hydrological stations within the Division.
2. Site selection for the installation of new hydrological instruments in the Division.
3. Check gauging computation, plotting, construct rating curve equation and established and updating rating curve for stations within the Division.
4. Keyed rating curve H AND Q VALUES , gauging summaries into TIDEDA DATABASE
5. Ensure the quality data are collected from all stations within the Division.
6. Ensuring Flood monitoring during severe weather conditions
7. Report writing
8. Presentation and Awareness to schools, communities and workplaces.

**KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Proper inspection and maintenance are carried out for the continuity and reliability of data
2. Successfully installed new hydrological stations on proper site
3. Accurately computing gauging and achieved the required rating curve as per the monthly target.
4. Timely and accurate update of hourly water and rainfall data during severe weather conditions.
5. Timely update of flood level in the Western Division during severe weather condition

## **PERSON SPECIFICATION**

In addition to Diploma in Hydrology or Civil Engineering the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles are:

### **Knowledge and Experience**

1. 3 years experienced in the related field.
2. Knowledge in updating and constructing rating curve equation.
3. Updating of hydrological database
4. Editing and Correction of hydrological data
5. Knowledge in hydrological TIDEDA DATABASE quality control and checks
6. Hydro –met Network design and site selection
7. Rating curve establishment and interpretation

### **Skills and Abilities**

1. Highly analytical and of good judgment - ability to examine through an exceptional amount of information to reach sound conclusion.
2. Good communication skills.
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 Services 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 of Infrastructure and Meteorological Services 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