



MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

DEPARTMENT OF METEOROLOGICAL SERVICES

JOB ROLE: TECHNICAL OFFICER II (HYDROLOGY)

CORPORATE INFORMATION

1. **Position Level:** Salary Band F
2. **Salary Range:** \$22,528.74 - \$36,103.75
3. **Duty Station:** Laucala Meteorological Office, Suva
4. **Reporting Responsibilities:**
 - a) **Reports to:** Senior Technical Officer-Hydrology
 - b) **Liaises with:** Principal Scientific Officer, All hydrology staff, FMS staff
 - c) **Subordinates:** 2 Technical Assistant

POSITION PURPOSE

The purpose of this role is to assist and support the functions of the Hydrology Division through planning and ensuring inspection and maintenance are carried out in a timely manner as well as to maintain the monitoring of the hourly data of water level and rainfall during severe weather condition.

KEY RESPONSIBILITIES/KEY RESULTS AREA (KRA)

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

1. Establish and sustain effective working relationship with all technical staff on hydrological technical operations to achieve the individual work plan and departmental objectives;
2. Ensure that Stream flow measurements and timely collection, updating and archiving of hydrological data is carried out in within the timeframe meeting the respective hydrology standards;
3. Accurately produce technical field reports and monthly data updating on agreed timeframe; and
4. Conduct in updating and editing of hydrological data.
5. Compile and accurately provide hydrology field reports and recommendation after site visit.
6. Actively contribute to all requirements of the Ministry's activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely and effectively monitoring of Technical Assistance (TA's) performance to enable business continuity, delivery of service and achievement of the Hydrology division workplan outcomes;
2. Ensure that quality hydrology field update reports are provided and outcomes are actioned in a timely and effective manner; and
3. Ensure effective and regular monitoring and maintenance of hydrometric station in the agreed timeframe and required standard;

PERSON SPECIFICATION

In addition to Diploma in Hydrology/Civil Engineering, (or relevant) the following knowledge, experience, skills and abilities are required to successfully undertake this roles.

Knowledge and Experience

- 1) At least 3 years' experience in the similar field;
- 2) Knowledge and understanding of supply of solar energy and maintenance of solar equipment;
- 3) Proven knowledge on hydrological instruments; and
- 4) Knowledge on quality management systems.

Skills and Abilities

1. Demonstrated ability to correctly analyses, interpret and monitor hydrological data, Attention to detail and high level of accuracy;
2. Excellent interpersonal skills and the ability to communicate;
3. Service oriented approach with commitment to supporting the operational/corporate environment of the organization; and
4. 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 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