

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry: Office of Te Beretitenti</b>		
<b>2. Position Title:</b> Meteorological Outreach Officer	<b>3. Salary Level:</b> L12-10/9-7	<b>4. Division:</b> Kiribati Meteorological Service
<b>5. Reports To:</b> Director	<b>6. Direct Reports:</b> All KMS Head of Units	
<b>7. Primary Objective of the Position:</b> Provide support to the communication and outreach activities in the provision of weather, climate, and ocean services and ensure that products and services provided are user-friendly and easy to understand. The position will also provide support to the office press conferences, media releases, and facilitating awareness programs.		

<b>8. Position Overview</b>	
<p>9. Financial:</p>	<p>10 Legal:</p>
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Chief forecaster</li> <li>• Quality assurance officer</li> <li>• Climate officer</li> <li>• Oceanographer</li> <li>• IT specialist</li> <li>• Senior Meteorological Officer</li> <li>• Station Technical Officer</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Issuing press releases and office news.</li> <li>• Implementing communication strategies</li> </ul>	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> <li>• Media</li> <li>• Tourism Industry</li> <li>• Community</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>• Communicating advisories and warnings</li> </ul>

*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

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<b>13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)</b>		
<ul style="list-style-type: none"> <li>▪ <b>KDP/KPA:</b></li> <li>▪ <b>MOP Outcome:</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan:</b></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
<p>Presentation of office news and press briefs</p> <p>Provision of advice on effective office communication strategies to be undertaken from time to time</p>	<ul style="list-style-type: none"> <li>• Provides reports on Meteorological news and product and service to the public through media</li> <li>• Develop communication strategies for the office that are simple and cost effective.</li> </ul>	<ul style="list-style-type: none"> <li>• Greater public engagement on Meteorological activities, products and services.</li> <li>• Set of office strategies developed and target achieved</li> </ul>
<p>Support dissemination of advisories and warnings to different audiences</p> <p>Improve engagement of media and coverage of weather, climate and ocean issues on the media at the national, regional international level</p>	<ul style="list-style-type: none"> <li>• Improving public engagement and response to advisories and warnings issued from the Kiribati Meteorological Office</li> <li>• Ensure that all office news and information are cleared and published in accordance with Government guidance and procedures and audience understand them.</li> </ul>	<ul style="list-style-type: none"> <li>• Community response to advisories and warnings</li> <li>• Office engagement with media outlets and the number of publications, press releases issued and stories documented.</li> </ul>

<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
<p>Simplifying Meteorological terms to ensure that it understandable by the media and the public</p>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b></p> <p>- At least a diploma in Journalism or related field, or form seven</p>

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Communicating uncertainties in products and services provided.

At peak work times, additional working hours may be required to meet deadlines (

complemented with diverse experiences in media reporting, news development, promotion and awareness programs.

**Experience:**

At least one-year work experience in news reporting or outreach-related field

**Job Training:**

Should be eligible to undergo meteorological media related trainings including TV presentation.

**Prerequisite:** Knowledge of media production, communication, and dissemination techniques and methods is preferable.

**11.2 Key Attributes (Personal Qualities):**

**Knowledge**

- Protocol – Knowledgeable in government and public protocols required when dealing with Government officials, diplomats
- Communication and Media – Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform via written, oral, and visual, social media and website media
- English and Kiribati Language – knowledge of the structure and content of the English and Kiribati language including the meaning and spelling of words, rules of composition, and grammar.

**Skills:**

- Active listening – giving full attention to what other people

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	<p>are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.</p> <ul style="list-style-type: none"><li>○ Speaking – talking to others to convey information effectively</li><li>○ Coordination- adjusting actions in relation to other’s actions</li><li>○ Social Perceptiveness – Being aware of other’s reactions and understanding why they react as they do</li><li>○ Time Management- managing one’s own time and the time of others</li><li>○ Rapport – creating excellent rapport with reporters and people from whom the information will be obtained.</li></ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"><li>○ Efficient and Effective</li><li>○ Innovative</li><li>○ Approachable and cooperative</li><li>○ Fair</li><li>○ Dedicated</li><li>○ Considerate and respectful</li></ul>
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