

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Office of Te Beretitenti		
2. Position Title: Met Observer	3. Salary Level: L18-15	4. Division: Kiribati Meteorological Services
5. Reports To: Senior Meteorological Officer (SMO)	6. Direct Reports: Quality Assurance Officer (QAO)	
7. Primary Objective of the Position: Carryout and perform surface weather and climate observation and upper air program in comply with the International observation standard from (WMO/ICAO) and to be working on shift 24/7 and accept posting or relieving to outer islands (Met stations) when required anytime. Also, to standby for dissemination of weather and climate including Tsunami warnings and other duties directed by Senior Meteorological Officer.		

8. Position Overview	
9. Financial:	10 Legal:
11. Internal Stakeholders: • Director • Quality Assurance Officer (QAO) • Climate officer (CO) • Chief Forecaster (CFO) • Station Technical Officer (STO) • Assistant Forecaster (AF) To be referred to Manager: • Minor maintenance and replacement to any Met equipments	12. External Stakeholders: • OB & Disaster office • Air Traffic Control • Marine • Aviation • Police • Community To be referred to Manager • Disseminating warning information • Provision of Special weather reports

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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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Met data and information	• Day to day weather report. • Analyzing charts from Met instrument. • Filling hourly, six hourly and monthly climate form. • Weather and climate observation comply with international standard.	• Data quality checks at end of months. • Monthly submissions of met data to climate section. • Met observer's performance control.
Disseminating of weather and natural warnings	• Alert to incoming warnings during their shifts • Communicate warnings to responsible staff and sectors within and outside Kiribati	• Timely disseminating of warning information

10. Key Challenges	11. Selection Criteria
A key challenge of the post is being working on shift 24/7 and posting to outer Islands. At peak work times, additional working hours may be required to meet deadlines (overtime is applicable). The post is occasionally required to liaise with SMO/QAO for advice.	11.1 PQR (Position Qualification Requirement): Education: At least form 6 Certificate Experience: Any experience in meteorological observation is more advantage. Job Training: Nil Prerequisite: Nil

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	11.2 Key Attributes (Personal Qualities): Knowledge ○ Meteorological observation ○ Customer and Personal Service ○ English and Kiribati Language ○ Computers and Electronics Skills: ○ Decoding of weather report ○ Monitoring of weather systems Attributes ○ Efficient and Effective ○ Innovative ○ Approachable and cooperative ○ Fair ○ Dedicated ○ Considerate and respectful
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