

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

<b>1. Ministry: Office of TeBeretitenti</b>		
<b>2. Position Title:</b> Senior Forecaster	<b>3. Salary Level:</b> 9-7/6	<b>4. Division:</b> Kiribati Meteorological Services
<b>5. Reports To:</b> Director	<b>6. Direct Reports:</b> Chief Forecaster	
<b>7. Primary Objective of the Position:</b> - Monitor, analyze observations and numerical weather prediction models and prepare Aviation, marine, and stakeholder-oriented forecast, and advisories/warnings.		

<b>8. Position Overview</b>	
<b>9. Financial:</b>  <b>11. Internal Stakeholders:</b> <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> <b>To be referred to Manager:</b> <ul style="list-style-type: none"> <li>• Revision of weather forecast and advisories for aviation and marine</li> <li>• Amendment of forecast procedure and contents</li> <li>• Amendment of forecasting shifts</li> </ul>	<b>10 Legal:</b>  <b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• OB &amp; Disaster office</li> <li>• Media</li> <li>• Marine</li> <li>• Aviation</li> <li>• Police</li> <li>• Tourism Industry</li> <li>• Agriculture</li> <li>• Community</li> </ul> <b>To be referred to Manager</b> <ul style="list-style-type: none"> <li>• Issuing of Tsunami warning information</li> <li>• Preparing sector specific products</li> </ul>
<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> </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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<ul style="list-style-type: none"> <li>▪ <b>MOP Outcome:</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan:</b></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Division Operation	<ul style="list-style-type: none"> <li>• Use satellite, radar, surface and upper-air observation, and Numerical weather prediction data to identify and interpret surface features, cloud types and their characteristics, broadscale synoptic and mesoscale systems, atmospheric phenomena, and oceanic and water features and systems.</li> <li>• Analyze and continually monitor the evolving meteorological and hydrological situation</li> <li>• Forecast aeronautical and marine meteorological and hydrological phenomena and parameters</li> <li>• Prepare and issue aeronautical and marine advisories/warnings of hazardous meteorological and hydrological phenomena</li> <li>• Prepare special weather bulletins/stakeholder specific products</li> <li>• Communicate or carry out a briefing on meteorological and hydrological information and potential impacts to internal and external users</li> <li>• Ensure the quality of meteorological and hydrological information and services</li> <li>• Revision of forecast/warnings</li> <li>• Monitoring Tsunami threats and carrying out actions specified in the Tsunami standard operating procedures</li> <li>• Participate in awareness programs</li> <li>• Undertake additional tasks assigned by Chief forecaster or Director</li> </ul>	<ul style="list-style-type: none"> <li>• Consistency and quality of weather products issued and procedures for revision are correctly followed</li> <li>• Records of Well monitored weather conditions</li> <li>• Ability to prepare special weather requests using available information and resource</li> <li>• Competency in weather service processes</li> <li>• Well monitoring of Tsunami activity and warnings</li> </ul>

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Administrative	<ul style="list-style-type: none"> <li>• Assist the Chief forecaster in managing and weather forecasting units 24/7.</li> <li>• Assists in implementia ng quality management system within the service the forecast section</li> </ul>	<ul style="list-style-type: none"> <li>• Smooth flow of forecast operations</li> <li>• Ability to assist in section quality management system</li> </ul>
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<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
<p>A key challenge of the post is being on shift and coordinating staff duties 24hours. This may include provision of advice on met programs.</p> <p>At peak work times, additional working hours may be required to meet deadlines (overtime is not applicable).</p> <p>The post is occasionally required to liaise with CFO/QAO for advice.</p>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> -Meteorology qualification/ Bachelor of Science with strong physics and mathematics background</p> <p>Or</p> <p>- Basic instruction package for meteorologist (BIP-M) from recognized institutions</p> <p><b>Experience:</b> Should have operational experience in meteorological observation and weather forecasting.</p> <p><b>Job Training:</b> Should be eligible to undergo forecasting trainings</p> <p><b>Prerequisite:</b>  -should have Meteorology background/Bachelor of Science with strong Physics and Math background</p>

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

**Knowledge**

- Meteorological knowledge
- Quality management knowledge
- Customer and Personal Service
- English and Kiribati Language

**Skills:**

- Decoding of weather report
- Carry out data quality checks
- Carry out surface and upper air analysis
- Research skills
- Computing skills

**Attributes**

- Efficient and Effective
- Innovative
- Approachable and cooperative
- Fair
- Dedicated
- Considerate and respectful

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