



VACANCY CLEARANCE FORM

To: Secretary, MLHRD	File Ref: 3/13
Attn: NER Officer	Date: 10/08/22
Cc:	
From: Secretary, PSO	

TABLE 1:

MINISTRY VACANCY CLEARANCE REQUEST DETAILS				PSO VACANCY & PQR CLEARANCE	
Position Title	Salary Level	No. of Vacancy	Position PQR	Clearance is for? (tick)	
				Contract Appointment	Permanent Appointment
1. Senior Meteorological Observer	L11-10/9-7	1	A Bachelor of Science in Physics and Mathematics or other Meteorological related field or Meteorological Technician Training qualification that satisfy WMO Basic Instruction Package for Meteorological Technicians (BIP-MT) from any WMO recognizes institutions with more than 5 years of relevant experience in weather Observation.	V	
2.					
Officer Name: Mrs laou Kanimako	Position Title: Ag. Deputy Secretary (Senior Clerk)	Ministry stamp:	PSO receiving stamp:	IT Vacancy Clearance	HRMC PQR Clearance: PQR is in line with PQR Framework? (tick)
Officer Signature: 	Date: 10 th August, 2022			No. of Vacant Post confirmed	YES NO (go to table 2).
				IT Comment	
				Signature:	Signature:
				Date:	Date:
				HRM Name:	
				Post Title:	

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Office of Te Beretitenti			
2. Position Title: Senior Meteorological Officer	3. Salary Level: L11-10/9-7	4. Division: Kiribati Meteorological Services	
5. Reports To: Director		6. Direct Reports: Quality Assurance Officer	
7. Primary Objective of the Position: <ul style="list-style-type: none"> - Ensure Meteorological Observers adhere to WMO and ICAO guidelines when observing and reporting weather and climate information. - Ensure quality of weather information and ongoing of weather and upper air observation. - Supervising the weather observation in the region assigned to. 			

8. Position Overview	
9. Financial:	10 Legal:
11. Internal Stakeholders: <ul style="list-style-type: none"> • Director • Quality assurance officer • Climate Officer • Station Technical Officer <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Minor maintenance and replacement to any Met equipment • Reviewing of observation procedures • Erroneous data or faulty equipment • Non-conforming products 	12. External Stakeholders: <ul style="list-style-type: none"> • OB & Disaster office • Marine • Aviation • Police • Community <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Disseminating warning information • Provision of Special weather reports

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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- **KDP/KPA:**
- **MOP Outcome:**
- **Divisional/Departmental/Unit Plan:**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Met data and information	<ul style="list-style-type: none"> • Ensure Meteorological Observers adhere to WMO and ICAO guidelines to carry out the following: <ul style="list-style-type: none"> - Carry out surface weather observations - Carry out upper air weather observations - Carry out climatological observations - Collect outer island station observations - code and report observations • Monitoring, verification and analysis of weather observations • monitor conformance of observation products • Provide observation trainings • Prepare Observation roster • Assist with quality management system within Observation section • Provide training to Meteorological Observers 	<ul style="list-style-type: none"> • Data quality checks at end of months • Monthly submissions of met data to climate section • Met observer's performance control • Observer trainings • Meeting observation accuracy and timeliness targets
Disseminating of weather and natural warnings	<ul style="list-style-type: none"> • Maintaining continual watch of weather conditions • Alert to incoming warnings during their shifts • Communicate warnings to responsible staff and sectors within and outside Kiribati 	<ul style="list-style-type: none"> • Timely disseminating of warning information

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10. Key Challenges	11. Selection Criteria
<p>A key challenge of the post is to organizing staff working on shift 24/7 and posting to outer Islands.</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 the Weather service supervisor for advice.</p> <p>May be required to perform tasks outside the responsibility and scope laid out in this Position Description.</p>	<p>11.1 PQR (Position Qualification Requirement): Education: A Bachelor of Science in Physics and Mathematics or other Meteorological related field or Meteorological Technician Training qualification that satisfy WMO Basic Instruction Package for Meteorological Technicians (BIP-MT) from any WMO recognizes institutions with more than 5 years of relevant experience in weather Observation.</p> <p>Experience: At least 5 years' experience in meteorological observation</p> <p>Job Training:</p> <ul style="list-style-type: none"> - Undergone WMO Meteorological technician training course or other meteorological observation and basic forecasting trainings. <p>Prerequisite:</p> <ul style="list-style-type: none"> - Meteorological Observation background. <p>11.2 Key Attributes (Personal Qualities): Knowledge</p> <ul style="list-style-type: none"> o Protocol - Knowledgeable in government and public protocols required when dealing with Government officials, diplomats. o Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform via written, oral, and visual and website media o English and Kiribati Languages — Knowledge of the structure and content of the English and Kiribati languages including the meaning and spelling of words, rules of composition, and grammar. o Meteorological observation - Knowledge in meteorological observation. o Computers literary - Knowledge in working on computers and

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<p>electronic equipment.</p> <p>Ability:</p> <ul style="list-style-type: none">○ Effective communication with the public or with other media.○ Plan or direct development or communication of programs <p>Skills:</p> <ul style="list-style-type: none">○ Decoding of weather report - full knowledge in weather report coding is high relevant.○ Active Listening — giving full attention to what other people and staff are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.○ Speaking — talking to others to convey information effectively.○ Coordination — adjusting actions in relation to others' actions.○ Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.○ Time Management — managing one's own time and the time of others.○ Report — creating excellent reports to people from whom information will be obtained. <p>Attributes</p> <ul style="list-style-type: none">○ Efficient and Effective○ Innovative, approachable and cooperative○ Social, motivated and committed <p>Honest, fair, considerate and respectful</p>	
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