

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

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| <b>1. Ministry:</b> Office of TeBeretitenti  |  |  |
| <b>2. Position Title:</b> Forecaster   | <b>3. Salary Level:</b> L11-10             | <b>4. Division:</b> Kiribati Meteorological Services |
| <b>5. Reports To:</b> Director   | <b>6. Direct Reports:</b> Deputy Secretary |  |
| <p><b>7. Primary Objective of the Position:</b><br/>The primary objective of this post is to:<br/>-Supervise and manage the operation of the Weather Forecasting unit and taking lead in developing weather forecasting products and services that will support the national early warning from severe weather events and ensure that the operation is in compliance with international standards and requirements in the development of weather forecast products and services.</p> |  |  |

| <b>8. Position Overview</b>   |  |
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| <p><b>9. Financial:</b></p>   | <p><b>10 Legal:</b> Meteorological Act 2021</p>  |
| <p><b>11. Internal Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Quality Assurance officer</li> <li>• Climate officer (CO)</li> <li>• Oceanographer</li> <li>• Senior Technical Officer</li> <li>• Senior Meteorological Officer</li> <li>• IT Specialist</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Assist duty staff on the Job</li> <li>• Reporting and archiving information on severe weather events</li> <li>• Establishing new amendments to procedures and processes</li> <li>• Carrying out training need assessment/ trainings</li> </ul> | <p><b>12. External Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• OB &amp; Disaster office</li> <li>• Media</li> <li>• Marine</li> <li>• Aviation</li> <li>• Agriculture</li> <li>• Tourism industry</li> <li>• Police</li> <li>• Community</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>• Issuing of Tsunami warning information</li> <li>• Preparing special weather bulletins/outlooks</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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**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  |
|--|--|--|
| Division Operation                     | <ul style="list-style-type: none"> <li>• Monitor continually the evolving meteorological and hydrological situation, updated forecasts and warnings and the impact of anticipated conditions</li> <li>• Develop and adopt procedures and services to meet user needs and facilitate impact assessments</li> <li>• Develop and manage relationships with users involved in NDMO, and other stakeholders</li> <li>• Communicate meteorological and hydrological information and impact assessments to internal and external users and engage in outreach activities.</li> <li>• Ensure the quality of meteorological and hydrological information and services.</li> <li>• Measures of weather model's performances</li> <li>• Monitoring and verification of weather forecast products</li> <li>• Finalize, report, and advise on any weather forecast and warnings</li> <li>• Documenting of severe weather warnings and events</li> <li>• Reviewing/Establishing procedures to maintain quality weather products</li> <li>• Initiate Meteorological research</li> <li>• Conduct competency assessment to forecasters</li> <li>• Proactively explore project areas, and prepare project proposals and pro-docs</li> <li>• Proactively engage/ participate in regional</li> </ul> | <ul style="list-style-type: none"> <li>• Public weather forecast prepared and transmitted consistently at specified times daily</li> <li>• Quality and Availability of information on any severe weather event</li> <li>• Weather warnings well prepared and communicated</li> <li>• Well documentation of severe weather events</li> <li>• Procedures controlled and maintained</li> <li>• Forecast staff awareness on all established forecast procedures and processes.</li> <li>• Maintained communication with sectors</li> </ul> |

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|                | meteorological working groups/ committees  |   |
| Administration | <ul style="list-style-type: none"> <li>• Formulate annual working plan for section</li> <li>• Manage daily operation of the Forecast section</li> <li>• Implementing quality management system within forecasting section</li> </ul> | <ul style="list-style-type: none"> <li>• Activities well listed and Work plan is approved by Director</li> <li>• Smooth running of forecast section</li> <li>•</li> </ul> |

| 10. Key Challenges   | 11. Selection Criteria  |
|--|---|
| <p>A key challenge of the post is monitoring and coordinating staff duties 24hours. This may include provision of advices on met programs.</p> <p>At peak work times, additional working hours may be required to meet deadlines.</p> <p>The post is occasionally required to liaise with QAO and Director for advice.</p> | <p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b><br/>A Postgraduate certificate Meteorologist qualification from any recognized WMO institution or Bachelor of Science with Physics and Math emphasis with at least 2 years of relevant experience in the weather forecasting services and middle management at Meteorological or another related field.</p> <p><b>Experience:</b><br/>Weather forecasting experience is preferred</p> <p><b>Job Training:</b></p> <ul style="list-style-type: none"> <li>- Should have undergone WMO meteorologist trainings</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>- Should be eligible to carry out WMO Meteorologist Training course at regional training centers</li> </ul> <p><b>Prerequisite:</b></p> <ul style="list-style-type: none"> <li>- Should have meteorologist qualification from recognized institute/Bachelor of Science with strong math and physics component</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>- Should have at least 3 years' experience in weather forecasting</li> </ul> |

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

**Knowledge**

- Meteorological Knowledge
- Weather related guidelines, policies, regulations etc – Nationally and Internationally
- Quality management skills
- Customer and Personal Service
- English and Kiribati Language

**Skills:**

- Decoding of weather report
- Carry out data quality checks
- Monitoring of weather systems
- Computing skills
- Research skills

**Attributes**

- Ability to lead
- Project management skills
- Ability to implement the NCS, Financial regulations and other GOK policy and procedures
- Efficient and Effective
- Innovative
- Approachable and cooperative
- Fair
- Dedicated
- Considerate and respectful

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