



MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

JOB ADVERTISEMENT

Applications are invited from suitably qualified candidates to fill the following position within the Meteorological Services Branch:-

Meteorologist 4 – Weather (SOG/ST 8) - Vacant

Salary scale: \$2,250,353 to \$2,674,963 per annum and any allowances attached to the post.

Job Purpose

Under the general supervision of the Director, Meteorological Services, is responsible to plan, staff, schedule, direct, control and appraise the activities of the Weather Unit.

Key Responsibilities:

Management/Administrative Responsibilities

- Exercises overall responsibility for managing the Weather Unit of the Branch, which comprises the following Sections:
 - National Meteorological Centre (NMC)
 - Radar Section (RDR)
 - Caribbean Rawinsonde Network (CRN)
 - Synoptic Sub-Station (SySS)
 - Instruments and Equipment (INS)
- Coordinates the operational activities of the five Sections supervised and ensures conformity to the Unit objective through regular meetings with supervisors and visits to the respective Units' locations.
- Represents the Branch and the Ministry on the relevant working groups, committees and commissions of international and regional organizations such as ICAO, WMO and UNESCO, with which the Division is affiliated.
- Manages the affairs of the Meteorological Services Branch in the absence of the Director, when the occasion arises.
- Contributes to the strategic planning process through the contribution to the Branch's Strategic and Operational Plan and Budget.
- Develops individual work plan aligned to the Strategic and Operational Plan of the Branch.

Technical/ Professional Responsibilities

- Performs the special function of Hurricane/Severe Weather Forecaster when the occasion arises.
- Becomes familiar with the various relevant operation manuals issued by the World Meteorological Organization (WMO), and the International Civil Aviation Organization (ICAO) and ensures compliance with their standards and recommend practices in the Branch's operations.
- Initiates and/or implements plans and programmes in respect of the Unit's full range of weather forecasting commitments, as approved by the Director.
- Performs the full range of duties of operational forecaster at the NMC when the situation warrants.
- Assists the Director in policy-making decisions with specific reference to the Weather Unit.
- Liaises with, and establishes appropriate working relationships with other agencies, e.g. ODPEM, AEROTEL, CAA etc.,
- Prepares and conducts lectures/talks to organizations, agencies and groups.
- Organizes and actively participates in the on-the-job training of new forecasters as well as the on-going training of forecasters.
- Coordinates the production and presentation of weather report and forecast for television.
- Coordinates visits of foreign technical experts to Weather Unit Sections.
- Performs role of spokesperson on severe weather events.
- Coordinates the routine recording of severe weather warning messages for public access on emergency hotline #116.
- Updates the Severe Weather Orders annually.

Human Resource Responsibilities

- Coordinates the regular rotation of MT1 between the SySS, CRN and Climate Unit with input from the Climate Unit.
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attain established personal and/or organizational goals.
- Participates in the recruitment of staff for the Unit/Branch and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Facilitates welfare and development of staff in the Unit/Branch
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and organization's goals.
- Contributes to the development and implementation of a succession planning framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework.
- Prepares and conducts presentations on the role of the Unit for the Orientation programme.

Other Responsibilities

Performs any other related duties as may be required for the smooth and efficient running of the Meteorological Service

Required Competencies:

Core

- Oral and written communication skills
- Interpersonal skills
- Presentation skills
- Teamwork and cooperation
- Goal and results oriented

Technical

- Knowledge of the application and use of computer technology in meteorology
- Knowledge of modern meteorological methods, techniques, theory and source of authoritative information in the various areas of specialization
- Ability to establish and maintain effective work relationships with government officials and international agencies and the general public
- Ability to conduct meteorological programmes and research
- Negotiating skills
- Knowledge of relevant computer applications
- Ability to work effectively in stressful situations

Minimum Required Education and Experience

- First Degree in Meteorology/ Mathematics or Physics from an accredited tertiary institution / Class I Certificate from the World Meteorological Organization
- Post-graduate training in one or more areas of specialization in meteorology
- Training in Senior/General Management;
- Six (6) years' experience in meteorological field, three (3) of which should be at a supervisory/managerial level

Please note that only shortlisted applicants will be contacted.

All applications along with resumes should be submitted on or before ~~November 30~~February 20, 2018

to

**Senior Director, Human Resource Management & Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Or

human.resources@megjc.gov.jm

Subject: Meteorologist 4 – Weather (SOG/ST 8)