

## Tuvalu Government – Job Description



<b>Position Title:</b>	Meteorological Technician	
<b>Level and Salary:</b>	Band S1 – S3	\$10,887 - \$15,447
<b>Ministry and Department:</b>	Public Works, Infrastructure Development & Water	Meteorological Services
<b>Location:</b>	Funafuti	
<b>Reports to:</b>	Senior Technical Officer	

### **JOB PURPOSE:**

Responsible to keep all equipment functioning and operational at all the times, ensure plant, machines, equipment and vehicles are prevented from corrosion. Troubleshooting and repair all faults right away.

### **KEY RESPONSIBILITIES:**

- Report and discuss with section Heads and Observers on failures of equipment.
- Provide monthly technical reporting to the Met Director and Senior Technical Officer
- Assist with our office network and IT monitoring
- Liaise with the NZ METSERVICE on equipment troubleshooting

### **MAIN DUTIES AND OUTCOMES:**

- Maintain and repair Digicora MW15, Proton (Hydrogen Generator), air conditioners, HF radios, photocopier, computers and printers.
- Maintain and repair tide gauge and equipment on outstation.
- Maintain and repair vehicle, grass mover, motorbikes and power generator.
- Maintain records on equipment, plant and power cables.
- Maintain technical stores of the section.

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- On call whenever a fault occurs to any of the office equipment. During bad weather and strong wind warning the officer is expected to be readily available at the station.
- To ensure observers can still operate HF radios and Digicora MW15 during power failure.
- Co-ordinate daily activities with Met Director, Station Technical Officer, Climate and Forecast Scientific Officer.
- Perform other duties as directed by the Met Director.

### **MANDATORY REQUIREMENTS:**

- Form 7 certificate or Certificate on any related field on Electronics, Electricity, Mechanics, Information System and Information Technology.
- Good knowledge & experience on Information Systems or Technology networking.

### **DESIRABLE REQUIREMENTS:**

- Good practical and troubleshooting skills on Electronics, Electrical & Mechanical appliance.
- Capable of being trained to use new technology.
- One with a high sense of responsibility in the management of office assets.
- Good in both written and spoken English & Tuvaluan