

Tuvalu Government – Job Description



Position Title:	Met Observer	
Level and Salary (P/L):	S1 – S3	\$10,887 - \$15,447
Ministry and Department:	Public Works, Infrastructure Development & Water	Meteorological Service
Location:	Funafuti	
Reports to:	Senior Observer	

JOB PURPOSE:

To maintain, develop and update the daily weather observations system to facilitate effective and efficient delivery of air observations and related outcomes.

KEY RESPONSIBILITIES:

1. Assist in the preparation of the daily weather forecast, marine & aviation information
2. Assist on analyzing earthquakes and tsunami information
3. Assist with the preparation and disseminating of warnings – slow on set systems or tsunamis information.
4. Coordinate the recordings of daily weather observations.
5. Prepare daily balloon launches for upperair observations.
6. Coordinate the maintenance of observing instruments & equipment.
7. Promote and communicate weather and climate activities.

MAIN DUTIES AND OUTCOMES:

- Conduct Observation and transmit timely weather observations SPECIs, METARs and SYNOPs.
- Assist with upper air observations and weather forecasting and climatological duties.
- Report weather updates on surface conditions to the Control Tower.
- Provide reporting on SYNOPs from outstations are received and sent on time.
- Record weather reporting on sunshine hours, extract date from daily and weekly autographic charts.

Tuvalu Government – Job Description

- Prepare and perform daily balloon launches.
- Monitor upper air flights and transmit upper air reports in a timely manner.
- Ensure the daily cleaning of screens, instruments, equipment and computers.
- Liaise with technicians on any failure of instruments or equipment.
- Assist with touring groups or visitors to the office section on weather and climate activities.
- Respond to weather updates from citizens.

MANDATORY REQUIREMENTS:

- Reached Form 6 Level at High School with good passes in Mathematics or Science
- Ability to learn quickly, work with limited supervision and take responsibility

DESIRABLE REQUIREMENTS:

- Good written and oral communication skills (Tuvaluan and English)
- High-level attention to detail and accuracy
- Excellent excel spreadsheet and computer skills
- Ability to liaise with a range of stakeholders
- Sound time management skills

NOTE:

- The successful applicant will be provided with on the job training and development to undertake this role.
- Must be able to perform shift work and night and day call outs.
- Will be required to travel and work on Met out-stations.