

Tuvalu Government – Job Description



Position Title:	Senior Observer	
Level and Salary:	S1 – S3	\$10,887 - \$15,447
Ministry and Department:	Public Works, Infrastructure Development & Water	Meteorological Services
Location:	Funafuti	
Reports to:	Forecast Scientific Officer	

JOB PURPOSE:

To maintain, develop and update the Division's Observation system so as to check, correct, quality control and report meteorological data from upper air, synoptic, rainfall and automatic weather stations which are used by global, regional, national, private clients and internally by forecasting and climate section.

KEY RESPONSIBILITIES:

- Assist and liase with Climate Database Officer and Senior Climate Officer on data checking/entries and archiving into Met Database (CLIDE)
- Liase with Technicians on failure operational instruments and equipment on capital & on all out-stations
- Confirm with duty Met Observer on upperair ground checking before each weather balloon launch
- Cross checking and monitoring all daily observation transmitting in and out of station
- Responding to inquiries from users and general public
- Provide displays and talks to school groups and other visitors to the section
- Provide media with observations on a disaster that is oriented and, or related to weather and climate

MAIN DUTIES AND OUTCOMES:

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- Checking of monthly returns from Met synoptic stations (Nanumea, Nui and Funafuti) and also rainfall stations (Nanumaga, Niutao, Vaitupu, Nukufetau and Nukulaelae) on the outer islands.
- Quality checking of all raw climate data before taken up by Data-Entry Officers for entries into Met Database (CLIDE)
- Update data for the Online Climate Outlook Forum
- Prepare and provide seasonal prediction information to all out-stations
- Prepare monthly reports for each Met Stations
- Checking of maintenance/repair forms of instruments/equipment/computers for Met station on the Capital and on the out-stations.
- Training of staffs in their routine duties and in preparation of internal audits and competency.
- Assist preparation climate seasonal prediction
- Assist preparation of daily weather forecast
- On the job training of new recruits.
- Monthly production of the observational report.
- To ensure manuals are up to date with new observational procedures.
- Overall supervision of Met Observers stationed on the Capital
- Overall supervision of Met Observers posted to the outer-islands.
- Coordinate daily activities with Senior Climate Officer and Senior Technicians.
- Assist task as directed by Director and Climate Scientific Officer

MANDATORY REQUIREMENTS:

- A Diploma on any related field on Climatology, Meteorology and Hydrology.
- Or an experience Met Observer or senior Met staffs, who have undergone any WMO trainings on any category or related course trainings
- Have work experience of more than 5 years on related fields – Climate/Hydrology/Meteorology/Ocean/Climate Change Science

DESIRABLE REQUIREMENTS:

- Good knowledge on Meteorological equipment/instruments and software application.
- A great initiative and high sense of responsibility and ability to manage and control observers.
- Capable of writing timely observational reports and training of observers.
- Good in both written and spoken English & Tuvaluan