

Government of Tuvalu – Job Description



Position Title:	Observer	
Band and Salary:	S1-S3	\$10,887 to \$15,447
Ministry and Department:	MPWIELMD	Meteorological Services
Location:	Funafuti	
Reports to:	Senior Observer	

JOB PURPOSE:

To observe, measure, and record meteorological parameters such as temperature, humidity, atmospheric pressure, wind speed and direction, precipitation, and cloud cover.

KEY RESPONSIBILITIES:

1. Weather observation and instrument observation.
2. Data collection and quality control.
3. Reporting and weather forecasting support.
4. Safety compliance, documentation and recordkeeping.
5. Professional development.

MAIN DUTIES AND OUTCOMES:

- 1.1 Perform routine weather observations by using specialized instruments and equipment to measure various meteorological parameters accurately. This may include taking readings at specific intervals or continuously monitoring the weather conditions.
- 1.2 Calibrate and maintain meteorological instruments and equipment to ensure accurate measurements. This involves regular checks, repairs, and replacements as needed.
- 2.1 Record and document weather data in a systematic and organized manner. This typically involves using observation forms, computer systems, or data loggers to log the collected information.
- 2.2 Conduct quality control checks on collected weather data to ensure accuracy and reliability. This may involve reviewing the collected data for errors, inconsistencies, or unusual readings and taking appropriate actions to resolve any issues.
- 3.1 Prepare and submit weather reports and summaries based on the collected data. These reports may include daily weather summaries, climate records, and special weather events. Meteorological observers may need to use specific formats or follow established protocols when reporting the information.

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- 3.2 Collaborate with meteorologists and other professionals involved in weather forecasting to provide timely and accurate data. Observers may need to communicate significant weather changes, observations of severe weather conditions, or updates on critical meteorological parameters.
- 4.1 Follow safety procedures and protocols while working in potentially hazardous weather conditions, such as thunderstorms, extreme temperatures, or high wind situations. This includes adhering to safety guidelines for instrument use, climbing towers, or operating vehicles in adverse weather.
- 4.2 Maintain proper documentation of observation logs, instrument maintenance records, and other relevant paperwork. This ensures the traceability and historical reference of the collected data.
- 5.1 Stay updated with advancements in meteorological instrumentation, data collection techniques, and weather forecasting methodologies.
- 5.2 Attend training programs, workshops, or conferences to enhance knowledge and skills in meteorology.

MANDATORY REQUIREMENTS:

Form 6 Certificate of Completion or equivalent; or Specialized training in meteorology, atmospheric science, or related field.

Strong knowledge and understanding of meteorological principles, weather patterns, and observational techniques are essential.

Familiarity with meteorological instruments and their usage is also necessary.

Physically fit.

Excellent data collection and analysis skills.

Basic Computer skills.

Excellent Communication skills (verbal and written) in both Tuvaluan and English.

Good safety awareness.

Teamwork and collaboration skills.

Flexibility and adaptability skills.

High-level attention to detail and accuracy

Sound time management skills

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

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It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.