



Ministry of Infrastructure and Transport

FIJI METEOROLOGICAL SERVICE POSITION VACANCIES

SENIOR SYSTEMS ANALYST (DMET) NADI – 1 POST (R) [Vacancy Ref. DMET 02/2017]

POSITION PURPOSE: The primary purpose of the post is to assist in the day to day management of the division; routine maintenance and support of FMS's existing computer systems and communications networks; design and implementation of new systems which facilitate the effective and efficient fulfilment of FMS's goals and objectives.

RESPONSIBILITIES OF THE POST: Key responsibilities of the post are:

- Ensures the provision of quality and innovative IT services to the clients of the division with maximum uptime of network and servers;
- Ensures the continual development of core systems which meet all internal and external needs and which ensure efficient services are provided. Ensure adequacy of staff and smooth day to day management of the division.
- Support projects with IT related issues
- Facilitate and assist in the purchasing of computing related products and services. This includes purchasing of new computer peripherals, arrange for repairs, and other it related procurements which may occur.
- Carry out international WMO/ICAO responsibilities as appointed by WMO PR Fiji/DMET
- Support and develop Quality Management Systems ISO-9001:2008 to 2015 | ISMS
- Implement and Develop ICAO AHMS and IWXXM systems

SUMMARY OF QUALIFICATIONS AND EXPERIENCE: In addition to a Bachelor Degree in Information on Technology/Computer Science or equivalent from a recognized institution, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles are:

- At least 3 years' experience in the IT Programming and Network field.
- Thorough knowledge of computing systems used in a modern scientific organization for effective operation and management of the division.
- Experience of one or more of TCP/IP, X.25, Ethernet, Wireless, Telecommunications or other network management techniques.
- Experience of message switching methods, C, C++, X Windows, Motif, Oracle RDBMS, JAVA, Scripting Languages, UNIX, VMS, Windows Operating Systems, VMware, Linux Operating Systems and Distributions, HTML, XML, Squid, Network Security, Python, JSON, Perl, PHP, MySQL, TCL/TK, IPsec, OpenSSL, DNS and Bind, Web Database Applications.
- Thorough knowledge of Internet applications.
- Knowledge on Project Management

- Effective training development, delivery and evaluation skills;
- Demonstrated ability to effectively work within a team;
- Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment;
- Service oriented approach, with a commitment to supporting the operations / corporate environment of the organisation;
- Good written and oral communications skills,
- Initiative and perseverance.
- Commitment to quality output.
- Ability to work under pressure and with minimum supervision.
- Ability to lead a small team of computer specialists.

SCIENTIFIC OFFICER (Climate) NADI – 1 POST (R) [Vacancy Ref. DMET 03/2017]

POSITION PURPOSE: The primary purpose of the post is to provide professional and science based advice on Fiji's climate, its variability and change; assist SSO(C) in climatological research, development and consultancy services, thus addressing Fiji's climate needs; Assist in the implementation of the World Meteorological Organization's [WMO] Global Framework for Climate Services [GFCS].

RESPONSIBILITIES OF THE POST: Key responsibilities of the post are:

- Provide professional information and advice on climate;
- Respond to needs of clients on climate data, climate science, climate change and variability, and climate trends and projections for Fiji;
- Assist the Senior Scientific Officer (Climatology) in carrying out climatological operational research and development work needed to maintain and improve climate services;
- Assist in the production of climate bulletins, such as the Fiji Climate Summary, Annual Climate Summary, Fiji Climate Outlook, Sector Specific Bulletins, Drought Information Bulletin and El Nino Southern Oscillation Update, within the time frames outlined in the Annual Work Plan;
- Update climate scientific information products such as information sheets and technical reports;
- Assist in awareness programs and capacity building exercises;
- Assist in maintaining continuous improvement in the delivery of products and services;
- Carry out forecast verification for Climate Outlook products.

SUMMARY OF QUALIFICATIONS AND EXPERIENCE:In addition to an Undergraduate Degree in Meteorology, Climatology or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles are:

- Work experience in climate related field.
- Demonstrated experience in scientific research.
- Broad knowledge of climatology especially in the Pacific island region.
- Knowledge in computer programming (Fortran or R) and GIS are an advantage.
- Awareness of quality management system.

- Proven experience to work and collaborate within a multi-disciplinary and multi-cultural team environment as well as sound experience in establishing and maintaining effective relationships with a diverse group of people including different levels of government, NGOs and diverse groups of stakeholders.
- Exceptional leadership qualities.
- Excellent written and verbal communication skills including high level of presentation and interpersonal skills with proven ability to synthesize information and communicate effectively to multiple audiences.
- Ability to work under pressure and meet strict deadlines.
- Ability to examine through an exceptional amount of data/information to reach a scientifically sound conclusion.
- Attention to detail and high level of accuracy.
- Good computing skills and ability to work with specialized climatological computing tools and systems.

TECHNICAL OFFICER I (NWFC) NADI – 1 POST (R) [Vacancy Ref. DMET 04/2017]

POSITION PURPOSE: The primary purpose of the post is to supervise the collation and dissemination of accurate and quality meteorological data for the purpose of weather and climatological prognosis to Meteorologists/Forecasters and Climatologists; while ensuring that set Rules and Regulations stipulated under the conventions of the WMO and ICAO to enable the efficient collation and dissemination of meteorological data and the proper functioning of the Aeronautical Fixed Telecommunications Network (AFTN) for the aviation world, and the Global Telecommunication Systems (GTS) in the global exchange of meteorological data for weather prognosis.

RESPONSIBILITIES OF THE POST: Key responsibilities of the post are:

- Supervise and facilitate the timely collation and dissemination of accurate and quality meteorological data within the global framework, in the exchange of meteorological data for the purpose of weather prognosis;
- Ensure timely dispatch of Nadi Meteorological Observations to the users and raw data to meteorologists for the purpose of weather prognosis and air safety in aviation;
- Ensure meteorological data are received from the various meteorological centre's on time through the progressive monitoring of the specialized CAS (FIMS & AIFS) for the purpose of weather prognosis;
- Ensure timely dissemination of weather charts for the press, customers and FMS external web site for public consumption;
- Monitor timely and prompt retrieval of data from the meteorological equipment within the FMS and the NWFC network to assist in the weather prognosis; Compile upper air data, dissemination into the Telecommunications Systems for purpose of exchanging of meteorological data globally.
- Ensure the safety and security for staff and FMS property after normal working hours.

SUMMARY OF QUALIFICATIONS AND EXPERIENCE:In addition to a Diploma of relevance and/or successfully completed the Q2 & Q1 Senior Observers Exam. The following Knowledge, Experience, Skills and Abilities is required;

- At least 3 years of experience in the field of Meteorology, meteorological instruments, methods of observation, Surface and Upper Air measurements, Meteorological data processing, delivery of products and services.
- Thorough knowledge of Standard Regulations and recommended Practices for Meteorological Service for International Air Navigation and International Civil Aviation Organization (ICAO). Thorough knowledge of World Meteorological Organization (WMO) Standards and Procedures;
- Knowledge of Occupational Health and Safety and Fire safety Evacuation procedures. Understand the weather phenomena hazardous to aviation. Thorough knowledge of Aeronautical Meteorological codes;
- Excellent communication skills and ability to supervise, motivate and coach subordinate staff;
- Specialized computer skills and thorough knowledge of essential graphical user interface to be able to supervise and manage general operations on AIFS, FIMS, COMSOFT and Messir;
- Service oriented approach, with a commitment to supporting the operational/ corporate environment of the organization;
- Demonstrated ability and skills to successfully execute the upper air program;
- Demonstrated ability to identify and correct errors in Meteorological reports from local and regional stations;
- Demonstrated ability to successfully execute the duties of Technical Assistant and Technical officer CLII posts.

TECHNICAL OFFICER I (Climate) NADI – 1 POST (R) [Vacancy Ref. DMET 05/2017]

POSITION PURPOSE: The primary purpose of the post is to To ensure that the Climate Service Division (CSD) maintains proper quality control of climatological data from reporting network and into our Database archives (CliDE). To maintain, develop, and upgrade the CDMS – Climate Database Management System (CliDE).

RESPONSIBILITIES OF THE POST: Key responsibilities of the post are:

- Maintenance and efficient operation of all Climate Database Management System
- Responsible for the efficient operation and maintenance of Data Rescue & Digitization Exercise(DARE) software and hardware.
- Maintain an up-to-date and quality controlled Climate Database Management System (CLIDE)
- Customize and maintain CliDE climate database system to replace aging fault prone CliCom
- Responsible for Indexing, Quality Assurance and Migration of climate records under Digital Archiving of Historical records via (DARE) – Data Archival and Rescue Exercise
- Responsible for running the Daily to Monthly procedure for compilation of climate data products and services

- Responsible for the Quality Control & Archival of 5 & 10-minute data in CliDE for the Automatic Weather Station and Telemetric Climate Stations from our reporting network.
- Quality Management System Internal Auditing as per ISO 9001:2008 & FMS Quality Manual and Quality Management System Compliance in the division.
- Supervise and manage other Technical Staffs under his/her supervision

SUMMARY OF QUALIFICATIONS AND EXPERIENCE:In addition to a Diploma of relevance and/or successfully completed the Q2 & Q1 Senior Observers Exam, the following Knowledge, Experience, Skills and Abilities is required;

- At least 3years experience as Technical Officer II and have successfully completed Q1 & Q2 Senior Observers Exam
- Demonstrated experience in quality control management and climatological data processing as per WMO standards and recommended practices.
- Experience with computer operations, use of Microsoft Office software and programming
- Thorough knowledge and understanding of WMO standards and best practices as well as all internal operational climatological Manuals.
- Ability to work on any Linux operating system such as Ubuntu and related application
- Have knowledge in Programming language such as PHP, JS, HTML and R.
- Specialised computer skills to be able to use Climate Database for the Environment (CLIDE) and Data Archival and Rescue Exercise (DARE) equipment's dedicated operational applications and programmes including sufficient skills in computer related problem solving.
- Basic knowledge, understanding and commitment to the policies of Government, including the vision, mission and objectives of the Department.
- Basic knowledge of climatology and geography of FIJI.
- Ability to correctly analyse, interpret and evaluate meteorological data.
- Good communication skills and proficient in report writing.
- Ability supervise and to control staff and resources
- Ability to work under pressure and meeting deadlines all the time.
- Good team player, easily interacting with work colleagues and the public.

TECHNICAL OFFICER II (NWFC) NADI – 1 POST (R) [Vacancy Ref. DMET 06/2017]

POSITION PURPOSE: The primary purpose of the post is to facilitate all aircrafts departing Nadi International Airport with relevant weather information as per International Civil Aviation Organization (ICAO) requirements and acquisition of meteorological data for Forecasting, Climatologically and Global exchange.

RESPONSIBILITIES OF THE POST: Key responsibilities of the post are:

- Provision of relevant Meteorological information and briefings to departing aircrafts for flight planning.
- Climate Data Acquisition from FMS Network generates rainfall charts and data archiving.
- Archiving of all analyzed weather charts at National Weather Forecasting Centre for research and development.

- Issuing of digital weather map for general public's information and briefing on current and forecast weather to the customers
- Carry out awareness on severe weather to visiting schools and communities
- Actively participate in planning, development and other activities for the benefit of the department.

SUMMARY OF QUALIFICATIONS AND EXPERIENCE: In addition to a Diploma in Science[Meteorology/Climatology/Environment]/Electronics/Electrical Engineering or equivalent], successful completion of Basic Instructions package for Meteorological Technicians and service exam Q1, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles are:

- 3 years of experience in observing and recording meteorological observations including special aerodrome reports at a reputable organization
- Specialised computer skills to be able to use Fiji Integrated Meteorological System (FIMS) and peripheral/dedicated operational applications and programmes including sufficient skills in computer related problem solving
- Thorough knowledge and understanding of WMO and ICAO standards and recommended practices
- Experience in producing tailor made graphics from adobe illustrator software
- Knowledge on Meteorological information requirements for flight crew members in relation to air navigation
- Basic knowledge, understanding and commitment to the policies of Government
- Ability to observe and record meteorological phenomena and parameters
- Ability to interpret Meteorological products
- Good communication skills
- Ability to work under pressure and meeting deadlines all the time.
- Good team player, easily interacting with work colleagues and the public.
- Sensitively handle enquiries from the general public.
- Attention to detail and high level of accuracy

SECRETARY (DMET) NADI – 1 POST (R) (Vacancy Ref. DMET 07/2017)

POSITION PURPOSE: The primary purpose of the post is to perform all secretarial duties to support the function of the Director of Fiji Meteorological Services.

RESPONSIBILITIES OF THE POST: Key responsibilities of the post are:

- To ensure the timely provision of typing requirements to the Director of Meteorology.
- To ensure the provision of efficient and effective communication link for the Director by promptly responding to incoming and outgoing calls and accurately relaying messages;
- Recording of all inward and outward faxes between the department and members of the public.
- Assist the Director in taking action on correspondence through effective receipt and dispatch of incoming and outgoing mails.

- Assist in the proper scheduling of the Director's meetings and appointments through efficient arrangements.
- To ensure that the department and staffs confidential documents are properly kept for security purposes.
- To provide accurate records of discussions in staff meetings and provide such information to staff in a timely basis.

SUMMARY OF QUALIFICATIONS AND EXPERIENCE:In addition to a Diploma in Secretarial Studies/Office Administration (or equivalent) from a recognized institution with 60wpm typing speed on manual typewriter or 70wpm typing speed on electronic/electric typewriter, the following experience, knowledge, skills and abilities are sought:

- At least some Secretarial and Personal Assistant experience;
- Achieving positive results by working diligently across functions and boundaries;
- Working successfully with a wide range of people, using sensitivity and diplomacy to influence and build positive relationships at every level.
- Attention to details and high level of accuracy;
- Strong interpersonal and communication skills;
- Resourceful and self-confident and can get jobs done well;
- Demonstrate ability to build and sustain relationships with a network of key people both internally and externally;
- Effective verbal, listening and written communication skills;
- Excellent computer skills and working with relevant applications such as MS Word, Excel, Access and Power Point

CLERICAL OFFICER (Salaries)NADI – 1 POST (R) (Vacancy Ref. DMET 08/2017)

POSITION PURPOSE: The primary purpose of the post is to prepare inputs to the payroll for both established and un-established staff. The officer is to ensure all staff is paid accurately and on time in accordance with all bi-laws, regulations and policies.

RESPONSIBILITIES OF THE POST: Key responsibilities of the post are:

- Prepare and pay proper salaries and wages to all staff by adhering to prescribed paydays;
- Maintain up to date and accurate payroll records by keeping all relevant records;
- Process all inputs to salaries and wages by ensuring that they comply with all relevant regulations.
- Maintain safe custody of all documents and any cash or its equivalent by ensuring that they are securely stored
- Prepare and submit all taxes, superannuation and returns related to payroll on time by ensuring that they are correct and meet required statutory obligation
- Preparation of VAT and FNPF payment.
- Preparation of all requests through the processing of the PO

SUMMARY OF QUALIFICATIONS AND EXPERIENCE:In addition to Year 13 pass or Fiji Seventh Form Examination (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles are:

- At least some experience in general Accounting duties in the public sector or corporate environment;
- Working knowledge of public financial management requirements, including the processing of expenditure within public sector legislation and policy;
- Demonstrated ability to undertake sound financial reconciliation of accounts.
- Demonstrated ability to communicate with people from diverse backgrounds and to motivate and achieve results within set deadlines.
- Excellent interpersonal skills
- Analytical and problem solving
- Attention to detail and high level of accuracy
- Basic computer skills including the ability to operate computerized accounting spreadsheet and Word-processing programs.

CLERICAL OFFICER (Payments) NADI – 1 POST (R) (Vacancy Ref. DMET 09/2017)

POSITION PURPOSE: The primary purpose of the post is to ensure proper payment of creditors by drawing cheques promptly and accurately in accordance with the General Order, Financial Instruction and Supply Services Instructions.

RESPONSIBILITIES OF THE POST: Key responsibilities of the post are:

- Preparation of all payments for all PO issued of the Department
- Prepare all monthly bills payments and contract payments
- Preparation of VAT and FNPF payment.
- Preparation of all indents
- Ensure that Outstanding Liability is cleared

SUMMARY OF QUALIFICATIONS AND EXPERIENCE: In addition to Year 13 pass or Fiji Seventh Form Examination (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles are:

- At least some experience in general Accounting duties in the public sector or corporate environment;
- Working knowledge of public financial management requirements, including the processing of expenditure within public sector legislation and policy;
- Demonstrated ability to undertake sound financial reconciliation of accounts.
- Demonstrated ability to communicate with people of diverse backgrounds.
- Knowledge of FMIS systems.
- Excellent interpersonal skills
- Analytical and problem solving
- Attention to detail and high level of accuracy
- Computer skills including the ability to operate computerized accounting, spreadsheet and Word-processing programs

CLERICAL OFFICER (Registry) NADI – 1 POST (R) (Vacancy Ref. DMET 10/2017)

POSITION PURPOSE: The primary purpose of the post is to maintain all information and documents for essential and economic safekeeping, reference and record management.

RESPONSIBILITIES OF THE POST: Key responsibilities of the post are:

- Effectively administer (sorting, process, tracking and filing) all information and documents transiting registry;
- Classification and coding information and documents according to the filing index and record management systems of FMS
- Updating, modifying and filing records
- Identifying and retrieving information and documents for users
- Maintaining a proper record and tracking of all actionable correspondence, files and document movement.
- Proper labelling of storage locations, assembling and labelling of new files created
- Removal and safekeeping of inactive files for seven years
- Seek approval from National Archives for destroy of files according to the legislations.

SUMMARY OF QUALIFICATIONS AND EXPERIENCE: In addition to Year 13 pass or Fiji Seventh Form Examination (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles are:

- Knowledge in handle information, documents to maintain access to, security of all files and record management
- Knowledge of maintaining records manually and creating database for registry documents.
- Demonstrate ability to handle clients in a professional manner
- Knowledge of principles and processes for providing customer and personal service including customer needs assessment, meeting FMS standard for service and evaluation of customer satisfaction.
- Knowledge of administrative, clerical procedures and systems of processing, managing files and records.
- Ability to deal with FMS staff and their queries and concern with tact and sensitivity
- Ability to work as a team that displays a good nurtured and cooperative attitude
- Ability to deliver high quality service, attention to details and dependable fulfilling obligations.
- Communication skills including listening, reading and writing.
- Ability to show initiative in order to take more responsibilities
- Basic computer skills - ability generate record management system database for FMS

LIBRARY ASSISTANT(DMET) NADI – 1 POST (R) (Vacancy Ref. DMET 11/2017)

POSITION PURPOSE: The primary purpose of the post is to provide varied clerical work in issuing and receiving library books and periodicals. Assists patrons in the use of library services and facilities.

RESPONSIBILITIES OF THE POST: Key responsibilities of the post are:

- Receives oral or written instructions from Administrative Officer or DMet.
- Receives daily newspapers and highlights the articles concerning FMS and submits to DMet.
- Coordinates methods of development, including purchase, gifts and donation of library material as recommended by the Divisions/Department.
- Performs routine library services such as receiving from suppliers then classified, catalogued and physical processing is done;
- Performs routine filing and weeding of books, periodical and other materials;
- Processing of short term circulation for overnight or to a minimum of a month with proper records.
- Checks returned books for damage and makes minor repairs to books and materials as needed.
- Improve collection of hydro-meteorology Library books and its safe keeping; and
- Always keep library is a user friendly environment.

SUMMARY OF QUALIFICATIONS AND EXPERIENCE: In addition to Year 13 pass or Fiji Seventh Form Examination (or equivalent), the following Knowledge, Experience, Skills and Abilities are also required:

- Knowledge of maintaining records in the Accession Register and the Library Database;
- Knowledge of Library Service;
- Demonstrate ability to handle clients in a professional manner;
- Knowledge of maintaining and presentation, including shelving, sustaining good physical condition of the FMS Library collection;
- Knowledge of procurement of the library collection locally and overseas.
- Ability to effectively maintain, display and promote library collection;
- Ability to file collection using the Dewey Decimal Classification & Universal Classification System.
- Good literacy and command of English
- Excellent interpersonal skills
- Computer skills – ability to generate library management system for FMS.

RECEPTIONIST (DMET) NADI – 1 POST (R) [Vacancy Ref. DMET 12/2017]

POSITION PURPOSE: The primary purpose of the post is to receive the Department of Metrological Service (DMET) customers and monitors switchboard in accordance with established procedures.

RESPONSIBILITIES OF THE POST: Key responsibilities of the post are:

- Answering, screening and forwarding any incoming/outgoing phone calls while providing basic information when needed.
- Welcomes visitors by greeting them in person and directing them appropriately.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following procedures; monitoring logbook;
- Booking meetings.

- Keeping the reception area tidy.

SUMMARY OF QUALIFICATIONS AND EXPERIENCE:In addition to Year 13 pass or Fiji Seventh Form Examination (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles:

- Demonstrate ability to handle clients in a professional manner.
- Communication skills including listening, reading and writing.
- A friendly and confident personality.
- A smart appearance.
- Ability to stay calm under pressure.
- Ability to be polite but firm when dealing with difficult, impatient or upset people.
- Basic computer knowledge.
- Deal with staff and their queries and concern with tact and sensitivity
- Ability to work as a team that displays a good nurtured and cooperative attitude
- Ability to deliver high quality service and attention to details
- Multitasking skills
- Prioritizing and Organization skills
- Technical skills on how to manage switchboard.
- Interpersonal skills
- Initiative and problem-solving abilities
- Dependability.

Application with current CV and certified copies of transcript should be sent by post or hand deliver and should be addressed to:

**THE PERMANENT SECRETARY
MINISTRY OF INFRASTRUCTURE AND TRANSPORT,
LEVEL 4 NASILIVATA HOUSE,
SAMABULA.**

OR emailed to: olita.kautoga@govnet.gov.fj or manuqalo.bainivalu@moit.gov.fj.

For further information of the position, please refer to Mrs. Olita Kautoga on Telephone No: 3389-670 or 3384-111.

ALL APPLICATIONS MUST BE RECEIVED BY 4.00pm Friday, 10 February 2017.
LATE AND INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.