

## **MINISTRY OF INFRASTRUCTURE, TRANSPORT, DISASTER MANAGEMENT & METEOROLOGICAL SERVICES**

The Department of Fiji Meteorological Services (FMS) is mandated to provide timely and reliable weather, climate and hydrological information to the public to improve overall preparedness before a disaster strikes.

The Department invites application from suitably qualified candidates for the following vacancies;

### **VACANCY NO DMET 01/2019 – BUSINESS DEVELOPMENT MANAGER – FMS HQ, NADI**

This position reports to Assistant Director, FMS HQ, Nadi.

#### **POSITION PURPOSE:**

This position is to improve FMS market place to achieve financial growth in order to achieve organisational goals, builds customer relationship, identify business opportunities, negotiates and closes business deals maintaining extensive knowledge of current market conditions. The position will manage existing and future clients to ensure they are satisfied and positive.

Salary Band: I (\$43,296.63-\$55,508.50)

#### **KEY RESPONSIBILITIES OF THE POST:**

- Establishing prospect for existing and new clients via networking, cold calling, advertising or other means of generating interest from potential clients;
- Conducting meeting and following potential clients by growing, maintaining and leveraging network;
- Research the market niche and build relationship with new clients;
- Working in teams to develop proposals that speak to the client's needs, concern and objective;
- Handling objections by clarifying, emphasizing agreement working through difference to a positive conclusion using variety of styles to persuade and negotiate;
- Overseeing the development of marketing literature, writing reports and providing management with feedback; and
- Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, recruitment and selection, discipline and performance assessment activities.

#### **SUMMARY OF QUALIFICATION, KNOWLEDGE AND EXPERIENCE**

- At least 5 years demonstrated experience in the field of sales and marketing with demonstrated managerial experience in any Public Sector or Private Corporates Organization;
- Practical working knowledge of business and project management, financial planning and forecast;
- Demonstrated ability to identify customer's current, future needs and expectations; and
- Demonstrated ability to develop marketing strategies and implement; and
- Practical or working knowledge of financial principles and practices, OHS regulations, international standards and requirements and service excellence programs.

#### **SKILLS & ABILITIES**

- Demonstrated ability to build strong collaborative relationships with current and future clients, working collectively to fulfil goals and objectives in partnership with executive level colleagues;
- Demonstrated ability to monitor and evaluate business, finance and projects review performance while achieving positive results by working diligently across functions and boundaries;
- Demonstrated ability to work strategically with a wide range of clients, using sensitively and diplomacy to influence, build positive relationships at every level and successfully put into practice high level plans;
- Effective decision making skills and attention to details and high level of accuracy;
- Demonstrated ability to monitor, evaluate and review marketing strategies and its implementation plans;
- Demonstrated ability to build and sustain relationships with a network of key people both internally and externally;
- Demonstrated interpersonal skills ensuring effective verbal, listening, presentation and negotiating communication and the capability to analyze and solve complex problems;
- Demonstrated ability to work cooperatively within and to lead a high performing team;
- Service oriented approach with a commitment to supporting the operational/corporate environment of the organization; and
- Capacity to utilise computer programs to support the operations of complex organisation.

### **VACANCY NO DMET 02/2019 - SENIOR SCIENTIFIC OFFICERS (TRAINING) –FMS HQ, NADI**

These positions reports to the Director, Meteorology.

### POSITION PURPOSE:

This position is to develop Human Capital through capacity building programs, coordination and implementation of training related activities locally or abroad and conduct awareness.

Salary Band: I (\$43,296.63-\$55,508.50)

### RESPONSIBILITIES OF THE POST:

- Manage and supervise Training Division in order to fulfill the objectives of the Department;
- Develop refresher meteorology, climatology and hydrology related courses in-line with specific standards;
- Develop and carry out competency-based assessment for meteorologist, climatologist, hydrologist and meteorology-hydrology Technician in accordance with the international specific requirements;
- Monitoring and Evaluation of knowledge transfer from National, Regional and International Trainings attended; and
- Actively contribute to all corporate requirements of the Ministry including planning, budgeting, selection and performance management activities where required.

### SUMMARY OF QUALIFICATION, KNOWLEDGE & EXPERIENCE:

- Bachelor's Degree (or equivalent) in Science with post Graduate diploma in Meteorologist;
- Must be an Accredited Trainer;
- At least 5 years' experience in in the field of Meteorology; and
- Demonstrated knowledge and understanding of specific international training manual.

### SKILLS & ABILITIES

- Excellent interpersonal skills and the ability to communicate with different level within an organization and public;
- Demonstrated ability to carry out competency based assessment;
- Demonstrated ability to conduct quality related training and awareness for FMS and the Region; and
- Practical working experience in interpreting regulations and international standards;
- Demonstrated ability to establish, implement and monitor work plans and Departmental objectives;
- Capacity to utilize computer programs to support the operations of the organization;

- Service oriented approach with commitment to supporting the operational/corporate environment of the organization;
- Demonstrated ability to work cooperatively within a team environment; and
- Ability to follow instructions, quality assurance standards, and meet deadlines when under pressure and during critical situations.

### **VACANCY NO DMET 03/2018- PRINCIPAL SCIENTIFIC OFFICER [CLIMATE] – FMS HQ, NADI (1 POST)**

This position directly reports to Assistant Director.

### POSITION PURPOSE:

This position is overall in charge of the delivery of climate services, including climate data, climate monitoring, climate predictions, and climate change analysis and projections.

Salary Band: J (\$51,132.98 - \$65,555.10)

### KEY RESPONSIBILITIES OF THE POST:

- Provide strategic and policy related advice on climate services;
- Oversee provision of quality controlled climatological data for Fiji's current and future needs;
- Ensure accurate and timely advisories on the status of global, regional, and local climate;
- Supervise the production of climate products and services within the time constraints outlined in the Operational Plan or by the Director of Meteorology;
- Lead climatological research and write/update technical reports and publish scientific papers;
- Oversee Climate Services Division compliance to ISO 9001:2015 Quality Management System (QMS) and ensure continuous improvement in the delivery of products and services; and
- Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resource activities where required.

### SUMMARY OF QUALIFICATION, KNOWLEDGE AND EXPERIENCE

- Post Graduate in Science/Environmental Science or equivalent;
- At least 5 years' experience in meteorology and climatology field or similar;
- Extensive strategic leadership and management experience including high level advisory and analytical skills as well as leading and nurturing teams

of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments;

- Advance level knowledge of Pacific Island Climatology, and experience in meteorological/climatological publications; and
- Proven knowledge and understanding of international standards it's compliance and commitment to policies.

#### SKILLS & ABILITIES

- Demonstrated ability to be exceptional and visionary leader;
- Excellent interpersonal skills and the ability to communicate at strategic level and employees;
- Capacity to utilize computer programs to support the daily operations;
- Ability to analyses and interpret data with attention to all details and high level of accuracy;
- Service oriented approach with commitment to supporting the operational/corporate environment of the organization;
- Demonstrated ability to work cooperatively within a team environment; and
- Ability to follow instructions, quality assurance standards, and meet deadlines when under pressure and during critical situations.

#### **VACANCY NO DMET 04/2019- SYSTEMS ANALYST – FMS HQ, NADI**

This position directly reports to Senior Systems Analyst, FMS HQ, Nadi.

#### POSITION PURPOSE:

This position plans, design, implement and support the network infrastructure to avoid any disturbances to operations.

Salary Band: G (\$28,605.45-\$38,140.60)

#### KEY RESPONSIBILITIES OF THE POST:

- Plan, design, implement and support the network infrastructure in a timely and efficient manner to avoid any disturbances to operations;
- Plan continuous upgrade to ensure network infrastructure is capable to integrate new technology or business requirement;
- Ensure the network infrastructure is secured from any malicious activity;
- Provide user level support, training and documentations on network infrastructure; and
- Actively contribute to all corporate requirements of the Ministry's activities where required.

#### SUMMARY OF QUALIFICATION, KNOWLEDGE & EXPERIENCE

- Bachelor in Information Technology (or equivalent);
- At least 3 years' experience in the field or similar;
- Proven experience in troubleshooting and network management; and
- Demonstrated knowledge and understanding of Network Utility Software, Microsoft and Red Hat Operating Systems.

#### SKILLS AND ABILITIES

- Excellent interpersonal skills and ability to communicate effectively;
- Demonstrated ability to think strategically and apply conceptual and analytical skills;
- Capacity to utilise computer programs to support operations;
- Demonstrated ability to work cooperatively within a team environment; and
- Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation;
- Actively contribute to all corporate requirements of the Ministry.

#### **VACANCY NO DMET 05/2019 – PRINCIPAL SCIENTIFIC OFFICER [NATIONAL WEATHER FORECASTING CENTER] – FMS HQ, NADI**

This position directly reports to Assistant Director.

#### POSITION PURPOSE:

This position is to manage and monitor the 24/7 operations and overall performance of National Weather Forecasting Center, Regional Specialized Meteorological Center and Tropical Cyclone Center. It provides policy, professional & technical advice in relation to weather alerts, warning and advisories to protect and secure community in providing dynamic and quality weather.

Salary Band: J (\$51,132.98-\$65,555.10)

#### KEY RESPONSIBILITIES OF THE POST:

- Provide strategic evidence based advise and support to National Weather Forecasting Center, Regional Specialized Center and Tropical Cyclone Warning center on monitoring professional, technical and economic regulations for Meteorology in accordance with World Meteorological Organization and International Civil Aviation Organization requirements;

- Coordinate business development planning process and cost recovery aligning to re-engineering business process and provide products and service in accordance to the evolving present and future customer need to support organizational objectives and outcomes;
- Establish and sustain effective working relationships with all staff, partners, stakeholders and collaborators to optimize engagement, consultation and facilitation of performance review to align with the changing demand for Meteorology;
- Monitor, evaluates and critically analyze performance matters and outcomes to deliver evidence based decision making and develop logical, practical and well balanced resolutions;
- Keeping abreast with the changing Technologies and conduct performance review for all staff to be competent thus carries out annual competency assessment for scientific staff meeting the World Meteorological Organization requirement;
- Accurately produce Tropical Cyclone Reports on agreed timeframe and carry out research and development and publish scientific papers; and
- Actively contribute to all requirements of the Ministry's including planning, budgeting, reporting, discipline, performance assessment and selection activities where required.

#### SUMMARY OF QUALIFICATION, KNOWLEDGE & EXPERIENCE

- Post Graduate Diploma in Meteorology (or equivalent) with Degree in Management/Public Administration;
- At least 7 years' experience at National Meteorological and Hydrological Service with trends of outstanding performance in the Management and Leadership role; and
- Proven knowledge of techniques, software and application used for Tropical Cyclone Analysis and issuance of products;
- Demonstrated experience in Quality Management Systems and International Specific Standards for Meteorology;
- Proven knowledge and experience in analysis and interpretation of specialized satellite products and images using mesoscale and microscale meteorology;
- Demonstrated experience in developing and designing competency assessment, publishing scientific papers and leading research and development program

#### SKILLS AND ABILITIES

- Demonstrated ability to be exceptional and visionary leader;
- Excellent interpersonal skills and the ability to communicate at strategic level and employees;
- Capacity to utilize computer programs to support the daily operations;
- Ability to analyses and interpret data with attention to all details and high level of accuracy;
- Service oriented approach with commitment to supporting the operational/corporate environment of the organization;
- Demonstrated ability to work cooperatively within a team environment; and
- Ability to follow instructions, quality assurance standards, and meet deadlines when under pressure and during critical situations.

#### **VACANCY NO DMET 06/2019-ADMINISTRATIVE OFFICER – FMS HQ, NADI (1POST)**

This position directly reports to Senior Administrative Officer.

#### POSITION PURPOSE:

This position is to coordinate, monitor and assist the Senior Administrative Officer to supervise the daily operation of the Human Resources and provide efficient and effective administrative support to implement policies, guidelines, all subordinate and lawful legislative Acts and Laws. This position also requires to be a Change Manager in accordance to Civil Service Reform Unit emerging principles and guidelines.

Salary Band: F (\$22,528.74-\$28,883.00)

#### KEY RESPONSIBILITIES OF THE POST:

- Ensure effective management, coordination and supervision of Human Resource Unit;
- Provide evidence based policy advice to the management and staff on Human Resources, Industrial Relation, Welfare, Discipline, Performance Management and Recruitment and Selection matters;
- Attend to daily correspondence in relation to Human Resource functions;
- Compile returns in the agreed timeframe and meet specific requirement;
- Review and improve the effectiveness of HR processes and procedures;
- Liaison Officer for Transport; and

- Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

#### SUMMARY OF QUALIFICATION, KNOWLEDGE & EXPERIENCE

- Degree (or equivalent) in Human Resources Management/Public Administration/Economics;
- At least 3 years' experience in the middle management role;
- Proven knowledge and understanding of Open Merit-based Recruitment & Selection;
- Demonstrated knowledge in Human Resources Management and Development, Organizational and Performance Management; and
- Proven experience in managing transport pool.

#### SKILLS AND ABILITIES

- Ability to provide professional advice for rational decisions making;
- Excellent organisation and leadership skills;
- Excellent communication skills;
- Demonstrated ability to work cooperatively within a team environment;
- Service oriented approach with a commitment to supporting the operational/corporate environment of the organisation;
- Ability to follow instructions and meet set deadlines when under pressure and managing stressful situations; and
- Ability to implement policies, procedures and guidelines whilst addressing the HR issues.

#### **VACANCY NO DMET 07/2019 – SENIOR SCIENTIFIC OFFICER (NWFC) – FMS HQ, NADI (1 POST)**

This position reports to Principal Scientific Officer.

#### POSITION PURPOSE:

This position is to prepare daily forecast, warning and advisory policies; monitor the region for serve weather deployments/activity; to share Regional Specialized Meteorological Center-Tropical Cyclone Centre responsibilities with Principal Scientific Officer (NWFC) under 24/7 operation of the Division.

Salary Band: I (\$43,296.63-\$55,508.50)

#### KEY RESPONSIBILITIES OF THE POST;

- Provide evidence based general and severe weather forecast, warning and advisories for Fiji and the Southwest Pacific Region;
- Effectively manage and maintain the 24/7 operations in accordance with the World Meteorological Organization and International Civil Aviation Organization;
- Establish and sustain effective working relationships with all staff and regional partners to optimize engagement, consultation and facilitation of performance review to align with the changing demand for Meteorology;
- Monitor, evaluates and critically analyze the products, satellite images and its atmospheric environment for Tropical Cyclone development and other severe weather for Fiji's Area of Responsibility;
- Accurately prepare reports, carry out research in Meteorology and keeping abreast with the changing weather patterns in the agreed time frame meeting the required standards; and Carry out research on meteorological and weather phenomena; and
- Actively contribute to all corporate requirements of the Ministry including planning, budgeting, discipline, performance assessment and selection activities where required.

#### SUMMARY OF QUALIFICATION, KNOWLEDGE AND EXPERIENCE

- Post Graduate Diploma (or equivalent) in Meteorology;
- At least 5 years' experience at a National Meteorological and Hydrological Service with trends of outstanding performance in the field of Meteorology;
- Proven knowledge of the techniques, software and applications used for Tropical Cyclone Analysis and issuance of products;
- Demonstrated experience in Quality Assurance and International Meteorological Standards;
- Proven expertise in the interpretation of satellite imagery and other specialized satellite products and demonstrated knowledge of mesoscale and microscale meteorology; and
- Demonstrated experience carrying out research in Meteorology.

#### SKILLS & ABILITIES

- Ability to effectively and efficiently lead, innovate and motivate staff at different levels with multi-disciplines;
- Excellent interpersonal skills and the ability to communicate with employees, collaborators, partners and general public within Fiji and the Region;

- Ability to provide analytical advisories with a demonstrated ability to establish, implement and monitor work plan and Departmental objectives;
- Proven ability to use dedicated software and its applications for the smooth running of the operations;
- Ability to analyses, interpret meteorological observations, identify trend forecast, write special weather bulletins and scrutinize meteorological information to reach a scientific conclusion with attention to all details and high level of accuracy;
- Service oriented approach with commitment to supporting the operational/corporate environment of the organization; and
- Ability to follow instructions, quality assurance standards, and meet deadlines when under pressure and during critical situations.

**VACANCY NO DMET 08/2019 - PRINCIPAL ENGINEER/HEAD OF DATA – FMS HQ, NADI (1 POST) [RE-ADVERTISED]**

This position reports to Assistant Director Meteorology.

**POSITION PURPOSE:**

This position supervises, manage, quality control meteorological, climatological and hydrological data ingested through all the stations. It will also provide geographical maps of all data stations and proper archival of the historical data for research and development purposes.

Salary Band: J (\$51,132.98-\$65,555.10)

**KEY RESPONSIBILITIES OF THE POST:**

- Coordinate operational activities in collecting data and quality assurance;
- Provide technical evidence based advise to the to the management on technical and economic regulations for meteorological, climatological and hydrological data;
- Establish and sustain effective working relationship with all technical staff on data collection, transformation to information and quality checks operations to achieve the individual work plan and departmental objectives;
- Accurately developing strategies to continuously improvement of data collection methods, mapping and analysis for prognosis;
- Proper verification and archival of meteorological, climatological and hydrological data for further research and development;

- Accurately produce reports on agreed timeframe and carry out research and development for growing and improvement of the operations and services; and
- Actively contribute to all requirements of the Ministry's including planning, budgeting, performance management and selection activities where required.

**SUMMARY OF QUALIFICATION, KNOWLEDGE & EXPERIENCE:**

- Post-Graduation Certificate (or equivalent); in Information Technology (both programming and network);
- At least 5 years' technical experience in the field of Information and Communication Technology;
- Demonstrated knowledge in Quality Assurance and Data Quality Management; and
- Proven experience in developing portals on data archival and management.

**SKILLS & ABILITIES:**

- Ability to effectively lead, innovate and motivate staff at different levels with multi-disciplines;
- Demonstrated interpersonal skills and the ability to communicate at all levels;
- Demonstrated ability to think strategically and apply conceptual and analytical skills;
- Capacity to utilize computer programs to support the operations of the Division;
- Service oriented approach with commitment to supporting the operational/corporate environment of the organization;
- Demonstrated ability to work cooperatively within a team environment to achieve goals and implement required standards; and
- Demonstrated ability to follow instructions, quality assurance standards, and meet deadlines when under pressure and during critical situations.

**VACANCY NO DMET 09/2019 – SALES & MARKETING OFFICER –FMS HQ, NADI (1 POST)**

This position reports to Business Development Manager

**POSITION PURPOSE:**

This position is to conduct a market research, customer profile determination, identifying sales leads and distribution strategies, pitch goods or services to new clients and maintain a good working relationship with new contacts.

Salary Band: G (\$28,605.45-\$38, 140.60)

**KEY RESPONSIBILITIES OF THE POST:**

- Establishing strategies to listen to customer requirement to make tailor made products for existing and future customer needs and expectations;
- Planning and organize follow up with new business opportunities, setting up meeting and developing presentation to suit customer needs;
- Communicating product developments to prospective clients, negotiating the terms of agreements and closing sales;
- Gathering market, customer information and creating a database;
- Actively participating in trade exhibitions/fair, events, demonstrations and providing feedback; and
- Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and other performance assessment activities.

**SUMMARY OF QUALIFICATION, KNOWLEDGE & EXPERIENCE:**

- Bachelor (or equivalent) in Sales and Marketing/ Business Management/ Finance;
- At least 5 years demonstrated experience in the field of sales and marketing in any Public Sector or Private Corporates Organization;
- Demonstrated ability to identify customer’s current, future needs and expectations;
- Demonstrated ability to deal with people in a customer service or sales and marketing team environment;
- Working knowledge of strong organizational and

follow up strategies;

- Demonstrated ability to burst with self-confidence, loving networking and enjoying presenting and public speaking; and
- Practical or working knowledge of planning, organizing, coordinating and reviewing sales performance to meet targets.

**SKILLS & ABILITIES:**

- Demonstrated ability to build strong collaborative relationships with current and future clients and working collectively to fulfil goals and objectives;
- Demonstrated ability to monitor and evaluate sales review performance while achieving positive results by working diligently across functions and boundaries;
- Demonstrated ability to work strategically with a wide range of clients, using sensitively and diplomacy to influence, build positive relationships at every level and successfully put into practice high level plans;
- Effective decision making skills and attention to details and high level of accuracy;
- Demonstrated ability to build and sustain relationships with a network of key people both internally and externally;
- Demonstrated ability to work cooperatively within and to lead a high performing team;
- Service oriented approach with a commitment to supporting the operational/corporate environment of the organization; and
- Capacity to utilise computer programs to support the operations of complex organisation.

Applicants for employment must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up the duty.

The Ministry of Rural & Maritime Development, National Disaster Management & Meteorological Services is an Equal Employment Opportunity Employer. Applicants are encouraged from all eligible, qualified applicants. All applications must be address the specific knowledge, experience, skills and abilities required for the job, as this criterion will be considered in assessing the relative suitability of candidates.

**NO LATE APPLICATIONS WILL BE CONSIDERED.**

**ALL APPLICATIONS FOR THE POSITIONS MUST BE SUBMITTED BY 01 FEBRUARY, 2019 AT 4.00PM AND ADDRESSED TO:**

**Application by Post:**  
The Permanent Secretary  
Rural & Maritime Development,  
National Disaster Management &  
Meteorological Services  
P O Box 2219  
Government Building  
SUVA

**Applications Delivered:**  
“Vacancy Reference Number”  
The Director Corporate  
Rural & Maritime Development,  
National Disaster Management &  
Meteorological Services  
1 Knolly Street,  
SUVA

**Application by email:**  
[vacancy@met.gov.fj](mailto:vacancy@met.gov.fj)  
  
Preferred Method