# JOB EVALUATION EXERCISE - FIJI METEOROLOGICAL SERVICE

## TERMS OF REFERENCE (TOR)

## 1.0 INTRODUCTION

1.1 The Fiji Meteorological Service (FMS) is mandated by the Government of Fiji as the Department responsible for the provision of weather, climate and hydrological services in Fiji. It is the National Weather Forecasting Centre for Fiji.

1.2 Apart from Fiji, FMS is also the Regional Weather Forecasting Centre responsible for the provision of routine daily weather forecasts, warnings and advisories for several Pacific island countries, namely Kiribati, Nauru, Tuvalu, Tokelau, Niue and Cook Islands. For severe weather, especially tropical cyclones, FMS provides Special Weather Bulletins to these countries and Special Advisories to Samoa and Tonga (from 2015).

1.3 FMS also carries the responsibility of a Production Centre for High Seas forecasts and warnings in the area, Equator to 25 degrees South latitude and between 160 degrees East and 120 degrees West longitudes, for international shipping services.

1.4 FMS is also designated by the World Meteorological Organisation as the Regional Specialised Meteorological Centre responsible for tropical cyclones in the Southwest Pacific region, covering an area from the Equator to 25 degrees South latitude and between 160 degrees East and 120 degrees West longitudes.

1.5 As designated by the International Civil Aviation Organisation, FMS is the Meteorological Authority and Meteorological Watch Office for international air navigation, in the Fiji Flight Information Region (FIR), for the Contracting State of Fiji. Currently, FMS provides aviation meteorological services well beyond this Fiji FIR.

1.6 FMS is also the Tropical Cyclone Advisory Centre inside the area, Equator to 40 degrees South latitudes and between 16-0 East degrees East and 120 degrees West longitudes, for international air navigation.

## 2.0 Background

2.1 The National Weather Forecasting Office (NWFO) was first established in Suva in 1942 to provide weather report to seaplanes based in Laucala Bay that were used by the Royal New Zealand Air Force during the Second World War. At the end of the War in 1947, the Nadi Weather Forecasting Office (NWFO) was established in Nadi primarily for aviation purposes as part of the South Pacific Air Transport Council (SPATC) under the New Zealand Meteorological Services (NZMS) in partnership with the National Research Institute of Water and Atmosphere (NIWA).

2.2 Following independence in 1970, the Fiji Government then took over the responsibility of regional aviation matters from SPATC with the formation of the Department of Civil Aviation (DCA) and the National Weather Forecasting Centre (NWFC) was part of DCA. The Department of Meteorological Services or Fiji Meteorological Services (FMS) was finally established in 1975 with its Headquarters based at the Nadi Airport. In the process, FMS separated itself from the Department of Civil Aviation (DCA) to allow DCA to be converted onto the Civil Aviation Authority of Fiji (CAAF) in 1979.

## 3.0 PROBLEM TO BE ADDRESSED

3.1 The main problem to be addressed is the high (scarce-skilled) professional staff turnover at FMS.

3.2 Over the years, some twenty professional staff members (forecasters or meteorologists and climatologists) one engineer, four IT Analysts and Programmers and a couple of skilled Technicians have left for greener pastures overseas due to more attractive job offers.

3.3 The Department of Meteorology has,and continues, to provide weather forecasting services for Fiji and several countries in the Pacific region. In 2012, Cabinet transferred the mandate for flood forecasting and warning in Fiji to FMS. Shifts in the world's climate, weather and hydrological patterns have also changed the demands of the different sectors and communities in Fiji, the Pacific region and the world to high quality and high impact early forecast and warning services. At the same time, technological advancements with respect to observations, forecasting, warning as well as communication systems, the Department now requires highly skilled meteorologists, climatologists, hydrologists as well as IT specialists, engineers and technicians to continually meet the varying needs of all communities.

3.4 With all this technological up-skilling and multi-purpose capability of Meteorologists, Climatologists and Hydrologists, while always staying relevant to the needs of the communities and remaining viable and competitive in the global arena,

their remuneration packages should also be set and adjusted accordingly,benchmarked against those of their counterparts especially in New Zealand, Australia, the United States and the United Kingdom, in order to retain their skills locally to satisfy the demands of all sectors of our communities.

3.5 Professional Scientific Officers (Meteorologists), Climatologists and Hydrologists of the Department are highly marketable due to their extensive experience in tropical cyclone forecasting and weather analysis as required for Climate Change work.

## 4.0 CONSULTANCY REQUIRED

4.1 Given the above problem, what is required is a comprehensive study to be undertaken to review the current Terms and Conditions of Services of professional Staff of the Department of Meteorology, so that a new set of remuneration levels be offered to them, taking into account their scarce skills capabilities. This new package must be benchmarked against those of their counterparts especially in New Zealand, Australia, the United States and the United Kingdom.

4.2 Under this proposal, a consultancy is required to undertake this work for a period of two months. The consultant shall be selected through a competitive tender process.

## 5.0 OUTPUTS/OUTCOMES OF THE CONSULTANCY

5.1 The consultancy shall deliver the following outputs/outcomes;

(i) A comprehensive Report on the Job Evaluation Exercise (JEE) for professional staff of Department of Meteorology to establish new salary levels and other perks, benchmarked against those of their counterparts in New Zealand, Australia, UK and USA, to retain the skills and experience locally and also attract professionals overseas to the Fiji market.

(ii) A new organisation structure that clearly reflects reporting channels, career paths for all, and remaining dynamic to effectively and efficiently meet needs and demands, now and into the future.

(iii) The best business model and the establishment of a Business Arm of the Department, within the new structure, to engage in full commercial activities, including aggressive marketing, for revenue generation and retention capabilities as well as critical customer surveys.

(iv) Establishment of a Research and Development Unit that will actively pursue research into the science weather, climate (including climate change and variability) and hydrology, modeling, new products and services, applications

and tools, ensuring the viability and relevancy of FMS now and into the future.

(v) Establishment of an International Affairs unit that will deal with all international cooperation, collaboration and partnership matters of the Department

(vi) Establishment of new staffing levels (Established and Wage earners), and associated costs, to effectively and efficiently carry out the work now required of the Department, for Fiji, the Pacific region and the global market.

## 6.0 FUNDING

6.1 A funding of $100,000 is to be set aside by the Ministry of Works, Transport and Public Utilities for thisexercise.