



RS FORM 2 - JOB DESCRIPTION

SECTION A - POSITION DETAILS

MINISTRY: Ministry of Environment, Climate Change, Disaster Management and Meteorology

DIVISION: Meteorological Service

DUTY STATION: Honiara

POSITION NUMBER: 299-00035

MINISTRY VACANCY REF: MECDM 34/2024

POSITION TITLE: Senior Technician

POSITION LEVEL: L7/8

SALARY RANGE: \$1,904.05 - \$2,368.23 fortnightly

THIS POSITION REPORTS TO: Principal Technician

THIS POSITION SUPERVISES: Technicians

SECTION B - SCOPE OF DUTIES

The incumbent will be responsible to ensure that all communication and meteorological equipment are operational 24/7. He/she will support supervisors in ensuring that all equipment and instrument are working and meteorological information is disseminate in a timely manner.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- To perform routine checks on all meteorological equipment including computers and carry out repairs and maintenance on faulty equipment.
- Ensure specialized instrument and equipment are in operational and are regularly maintained and calibrated as scheduled.
- Ensure that all communication equipment such as telephones, radios and internet are functioning at all times.
- Report any faults to appropriate agencies as soon as possible to ensure that services are uninterrupted.
- Keep and update an inventory asset system on all meteorological equipment and facilities.

- Assist supervisors to provide weather reports as required by international civil aviation and world Meteorological organisational procedures and processes.
- Perform the task of procurement of new equipment and spare parts and ensure facilities are in good working conditions. Represent the Unit at official meetings as and when requested.
- Carry out any other task/duties as assigned/required by supervisors from time to time.

SECTION D - KEY DELIVERABLES/KEY PERFORMANCE INDICATORS

The incumbent of this position will have their performance assessed according to the following key deliverables:

- Staff performance is improved and officer's welfare and development enhanced.
- All meteorological equipment, instruments and facilities are checked and monitored and repair and maintenance carried out on faulty machines.
- An updated inventory system of all meteorological equipment, instruments etc. is developed and updated as and when required.
- Procurement of meteorological equipment, instruments, computers etc are done according to needs, relevant policies and regulations.
- Communication equipment are maintained in good working condition and repairs are carried out as necessary.
- Weather and other relevant information is disseminated.
- Supervisors are represented at official meetings in his/her absence as requested.
- Supervisors are satisfied with completion of additional duties as requested.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Bachelor's Degree or diploma in Information and Communication Technology, Electronics or any related field

Desirable Qualifications

- Preferably a Bachelor's Degree in Information and Communication Technology.

Capabilities Required

- Demonstrate Leadership capabilities
- Sound communication & Presentation skills

SECTION F – KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

Experience

- A minimum of 2 years' work experience in ICT duties.
- At least 2 years minimum working in government sector, private sector or similar institution.
- Experience in networking

Skills and ability:

- Technical knowledge in an environmental related discipline (environmental planning, environmental impact assessment, environment monitoring and audit etc.).
- Ability to understand and comply with the requirements of the Ministry and its ethics.
- High level interpersonal and communication skills including the ability to convey concepts clearly and concisely and to manage relationships at Division with counterparts in other Ministries.
- Good negotiating skills, flexibility and open mindedness.
- Excellent oral and written communication skills and a motivated team player.
- Ability to work under pressure, odd times and be able to meet strict deadlines.

Knowledge:

- Knowledge and understanding of Meteorology Act 1985 and other related legislation .
- Understanding and a commitment to the provision of reliable services to support the operations of the meteorology.

Attitude

- Self-motivated and a team player
- Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.

SECTION G - TERMS AND CONDITIONS

a)	Current Level:	L7.1
b)	Fortnightly Salary:	\$1,904.05 per fortnight
c)	Annual Salary:	\$49,505.29 per annum
d)	Annual Leave Entitlement	28 Days per annum
e)	Housing Allowance	15% of basic if not accommodated under SIG Housing or PSRS.
f)	Other conditions of service as stipulated in the Agreement of Service on appointment.	

SECTION H - APPROVAL (*Business use only*)

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

.....
Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments:



14/8/24