



RS FORM 2 – JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY: Environment, Climate Change, Disaster Management & Meteorology

DIVISION: Meteorology

DUTY STATION: Honiara

POSITION NUMBER: 299-00140

MINISTRY VACANCY REF: MECDM 33/2024

POST TITLE: Principal Ocean Services Officer

POSITION LEVEL: Level 8/9

SALARY RANGE: \$ 2,155.64 - \$ 2,665.07 fortnightly

THIS POSITION REPORTS TO: Chief Meteorological Officer (Climate & Ocean Services)

THIS POSITION SUPERVISES:

SECTION B - SCOPE OF DUTIES

The following functions of the Meteorology Act 1985 is supporting this position

- Provide meteorology services in order to ensure safety and efficiency of aviation and marine services.
- Collect, collate, archive and make available meteorological data as requested for the purpose of assisting persons and authorities engaged in primary production, industry, trade and commerce;
- Arrange means of communication for the transmission and reception of meteorological reports and information in Solomon Islands or outside Solomon Islands.

The main duties covers establishment of ocean services, building collaboration with relevant stakeholders, and to assist in development and communication of SIMS early warning services to its stakeholders and the general public.

SECTION C - DUTIES:

The officer will be required to:

- i. Develop tailored ocean products and information as requested by relevant stakeholders and development partners in Solomon Islands using the Pacific Ocean Portal, NOAA Portal, and other recommended genuine sources of ocean information for the southwest Pacific region.
- ii. Interpret key concepts of oceanography and ocean science, together with atmospheric-ocean interaction and use of tools such as the Pacific Ocean Portal, CliDEsc, SCOPIC, and other SIMS tools to present and interpret ocean and climate information concurrently to all SIMS stakeholders.
- iii. Develop monthly ocean bulletin/Ocean outlook particularly on key ocean variables such as coral bleaching, SST, Chlorophyll, ocean waves, and wind speed, to inform fisheries and tourism sectors, small crafts, and the general public in Solomon Islands region on timely basis using the Pacific Ocean Portal and other recommended tools.
- iv. Develop ocean communication materials, liaise with SIMS officers to participate in community awareness programs and information dissemination.
- v. Coordinate ocean related programs and workshops in collaboration with national and regional partners and able to deliver powerpoint presentations on ocean services to wider range of audiences.
- vi. Strengthening partnerships with government stakeholders from the ministry of environment, fisheries, tourism, infrastructure, etc. and disaster risk managers from NGOs by identifying their ocean needs and promoting the use of ocean information in their decision-making processes.
- vii. Collaborate with SIMS technical team and regional partners in the deployment of ocean buoys and other field works.

- viii. Support the Voluntary Observing Ship (VOS) Scheme to recruit ships to take, record and transmit weather observations whilst at sea for the preparation of marine forecasts and warnings and also to post to the Global Telecommunication System (GTS).
- ix. Assist the SIMS Chief Research Officer and the forecasting team on climate and ocean related research programs, and case studies when required.
- x. Assist the SIMS Chief Meteorological Officer (Climate & Ocean Services) in facilitating climate and ocean requested data.
- xi. Carry out any other instructions as may be given from time to time by the supervisor, DSIMS, and DDSIMS.

SECTION D - SELECTION CRITERIA-QUALIFICATIONS AND EXPERIENCE

(a) Qualifications

- Bachelor of Science in Oceanography, Meteorology, Maths, Physics, Environmental Science or related fields.

(b) Experience

- Applicants with 2 to 3 years of work experience in climate/ocean prediction services are preferred, but not often necessary.

(c) Preferred skills

- At least independent programmer in languages such as, R, python, Mat lab, or basic GIS skills
- Excellent communication skills
- Interpersonal skills

SECTION E - TERMS AND CONDITIONS

a)	Current Level:	L8.1
b)	Fortnightly Salary:	\$2,155.64 per fortnight
c)	Annual Salary:	\$56,046.65 per annum
d)	Annual Leave Entitlement	28 Days per annum
e)	Housing Allowance	10% 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 F - 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:

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Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments: