

Opening Date: 13 May 2022
Closing Date: 27 May 2022
Location: Tortola
Vacancy Notice No. 46 of 2022
Job Classification: Grade 13
Ministry/Department/Unit: Department of Disaster Management
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$42,486-\$47,754 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE Meteorologist

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide timely, evidence based weather forecasts, analysis and research to support effective decision making for stakeholders and the general public.

MAIN RESPONSIBILITIES

1. Observe and interpret data from the land, sea and upper atmosphere.
2. Provide relevant stakeholders with current, timely and relevant weather forecasts and information for informed decision making.
3. Analyse data to provide long and short range weather predictions.
4. Prepare visual aids and maps and deliver forecasts to identified stakeholders including the media.
5. Conduct research and predictions on climate change.
6. Provide research papers, reports, reviews and summaries as necessary.
7. Remain up to date with relevant scientific and technical developments to guide decisions.
8. Maintain the local weather station network and database.
9. Analyse all collected data to ensure that the correct parameters are being recorded.
10. Record and analyse data from local weather stations, worldwide satellites, radars and remote sensors.
11. Perform any other duties as required by the supervisor or senior officer in order to contribute to the effectiveness and efficiency of the department.

EMERGENCY FUNCTIONS:

The officer, under the direction of the NEOC Director, is responsible for monitoring weather events and providing forecasting guidance for effective decision making. Upon activation of the NEOC, the officer will:

General Responsibilities

1. Establish and manage a weather monitoring system and messaging centre.
2. Ensure the NEOC receives and disseminates warnings to regions and zones as directed by the NEOC Director or another assigned officer.
3. Provide recommendations to the NEOC director for the activations of relevant early warning systems.

Alert Phase

1. Ensure that the Met systems are regularly maintained and tested.
2. Create and maintain weather monitoring emergency logs.
3. Prepare briefing reports on threatened hazard alerts to support early decision making.
4. Liaise with regional and international counterparts to acquire information on real time conditions.
5. Ensure that accurate and timely information is disseminated to the public.

Response Phase

1. Ensure accurate forecasts and weather information are disseminated in a timely manner for decision-making.
2. Ensure that the operations group is updated with current information.
3. Maintain a database of all forecasts and weather data disseminated.
4. Ensure that backup weather instrumentation is available for quick deployment in the event of failure.
5. Report any malfunctioning weather instrumentation to the Director/Incident Commander.

Recovery Phase

1. Prepare reports for inclusion in Damage Assessment, Preliminary Impact Assessment and or After Action Reports.
2. Collect all data and assess equipment to determine functionality.

BEHAVIOURAL COMPETENCIES

1. Manage your own resources and professional development
2. Provide leadership in area of responsibility
3. Develop the trust and support of colleagues, stakeholders and line managers
4. Lead, plan and implement change
5. Obtain information for decision making
6. Provide information and advice to others
7. Assess and develop the performance of team and individuals
8. Ensure health and safety requirements are met in the area

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork
- On call 24/7
- During emergencies, potential exposure to a number of unpredictable hazards in the field, such as chemical exposure and injuries

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Master's Degree in Physics and Physical Sciences, Environmental Sciences, Meteorology, Physical Geography,
- Ocean Sciences or other related field
- Meteorological Forecaster qualification
- Four (4) years working experience in forecasting and presenting weathercasts
- Sound knowledge of Government structure, policies and procedures
- Excellent knowledge of the Incident Command System
- Excellent knowledge of disaster management techniques and systems
- Excellent knowledge of Disaster Management Act and Emergency Powers Act
- Excellent knowledge of relevant laws, regulations, policies and procedures
- Sound knowledge of the use of standard office equipment and relevant computer applications
- Excellent interpersonal skills with the ability to interact with a wide range of stakeholders
- Ability to respond effectively in emergency situations
- Ability to make administrative / procedural decisions and judgments
- Strong organisational and coordination skills
- Excellent oral and written communication skills
- Excellent analytical and decision making skills
- Ability to work well under pressure

HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

Public Service Commission
c/o Department of Human Resources
2nd Floor Simms Building
Road Town, Tortola VG 1110
British Virgin Islands

or by email: hrcdbvi@gov.vg

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: www.bvi.gov.vg/services/emp). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.