

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Office of Te Beretitenti		
2. Position Title: Quality Assurance Officer	3. Salary Level: L6-5	4. Division: Kiribati Meteorological Services
5. Reports To: Secretary	6. Direct Reports: Director	
<p>7.Primary Objective of the Position: The primary objective of this post is to ensure that all Meteorological:</p> <ul style="list-style-type: none"> - Personnel are qualified and competent - Procedures and processes comply with international standards and regulations (WMO, ICAO, IMO etc.) 		

7. Position Overview	
<p>9. Financial:</p>	<p>10 Legal:</p>
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Director • Quality assurance officer • Technical Systems Supervisors • Weather Forecasting Supervisors • Climate Officer • Oceanographer • Chief Meteorologist (Kiritimati Branch) • Climate and Oceans Supervisor <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Implementation of new amendment by WMO or International Partners attends extra duties by Director. • Reporting on serious matters to be taken cared to meet international standard of service and procedurals. • Designing and leading Quality Assurance and 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • OB & Disaster office • Aviation and Airport Services • Police • Media • Water • Agriculture • Fisheries • Health • Marine Division • Environment and Conservation Division <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Reporting on issues that raised by concerned sectors for the need of assistant and support from organization and international partners.

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Competency trainings for sections representatives.		
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>KMS Administration.</p> <p>KMS Sections Personnel Competency Assurance.</p> <p>KMS Compliance with International Standard and Regulations.</p>	<ul style="list-style-type: none"> • Prepare work plan in overlooking Quality Assurance Status at each section's operations. • Conducting training assessment and needs for sections. • Implementation of personnel training for staff qualification and competency. • Establishment of a working group for drafting and finalizing of sections manuals and procedures. • Ensure KMS Services are meeting the standard and parts are satisfied under International Regulations. 	<ul style="list-style-type: none"> • Work Plan approved by Director at the beginning of the year. • Reporting on current resources and training achievement and identification of needs under the subject. • Quarterly progress report on trainings been conducted. • Existing working group and availability of final manuals and procedures within KMS. • Identification of Met gaps under International Regulations through the concerned sector meeting minutes review and Reporting on Findings and Recommendations to make for KMS service compliance.

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10. Key Challenges	11. Selection Criteria
<p>A key challenge of the post is being able to attend extra tasks assigned by Director.</p> <p>At peak work times, additional working hours may be required to meet deadlines (overtime is not applicable).</p> <p>The post is occasionally required to liaise with Director for advice.</p> <p>May be required to perform tasks outside the responsibility and scope laid out in this Position Description.</p>	<p>11.1 PQR (Position Qualification Requirement): Education: At least Bachelor of Meteorology or Bachelor of Science with Meteorologist qualification which satisfy WMO BIP-M from any WMO recognizes institutions and possess certificate on ISO Quality Management or other related workshops that involve Meteorology certification.</p> <p>Experience: Experience on implementing ISO Quality management system is preferred</p> <hr/> <p>11.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <ul style="list-style-type: none"> ○ Seasonal Forecast and meteorological observation ○ Customer and Personal Service ○ English and Kiribati Language ○ Computers and Electronics <p>Skills:</p> <ul style="list-style-type: none"> ○ Decoding of weather report ○ Carry out data quality checks ○ Monitoring of climate conditions ○ Data Management Skills <p>Attributes</p> <ul style="list-style-type: none"> ○ Efficient and Effective ○ Innovative

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| | <ul style="list-style-type: none">○ Approachable and cooperative○ Fair○ Dedicated○ Considerate and respectful○ Ability to lead, motivate and supervise staff |
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