

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Office of TeBeretitenti		
2. Position Title: Climate Officer	3. Salary Level: L9-7	4. Division: Kiribati Meteorological Services
5. Reports To: Director	6. Direct Reports: Deputy Secretary	
7. Primary Objective of the Position: The overall objective of this post is to: - Manage and supervise the Climate Units in ensuring that data and information on weather, climate, and ocean in Kiribati are properly collected and archived in accordance with the standard and taking the lead in the development of Climate variability and climate changes products and services concerning Kiribati in support planning and development and provision of science behind climate conditions.		

8. Position Overview	
9. Financial: Provision made under OB annual Budget	10. Legal: Meteorological Act 2021
11. Internal Stakeholders: • Director • OB • KMS Staffs To be referred to Manager: • Supervising Climate staff in the development of climate products and services and data quality control • Implementation of new amendment by WMO or International Partners attend extra duties by the Director	12. External Stakeholders: • Media • Water • Agriculture and Fisheries • Community • Other related Government Ministries To be referred to Manager • Finalizing Climate products and services • Issuing Media Release on climate status

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by:	Date of Issue:
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10. Key Challenges	11. Selection Criteria
At peak work times, additional working hours may be required to meet deadlines (overtime is not applicable). The post is occasionally required to liaise with Director for advice.	11.1 PQR (Position Qualification Requirement): Education: Degree in Meteorologist or Climatologist qualification from any WMO recognized institution or Bachelor of Science. Experience: Nil Job Training: Nil Prerequisite:
	11.2 Key Attributes (Personal Qualities): Knowledge ○ Seasonal Forecast and Meteorological Observation ○ Customer and Personal Service ○ English and Kiribati Language ○ Computers and Electronics Skills: ○ Decoding of weather report ○ Carry out data quality checks ○ Monitoring of climate conditions ○ Data Management Skills Attributes ○ Efficient and Effective ○ Innovative ○ Approachable and cooperative ○ Fair ○ Dedicated ○ Considerate and respectful ○ Ability to lead, motivate and supervise staff

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Approved by: Ms. Roreti Eritai

Signature: _____

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