



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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10th December, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill/assigned to the following posts in the **Meteorological Services Branch, Ministry of Housing, Urban Renewal, Environment and Climate Change**:

1. **Meteorological Technician 1 (SOG/ST 3) – (Vacant)**, salary range \$955,740 – \$1,136,075 per annum and any allowance(s) attached to the post.
2. **Accounting Technician 1 (FMG/AT 1) – (Not Vacant)**, salary range 829,622 - \$986,160 per annum and any allowance(s) attached to the post.

1. Meteorological Technician 1 (SOG/ST 3)

Job Purpose

To provide observational data, of international standard, to satisfy requirements for air navigation services and for use in meteorological and climatological analyses and for transmission on the Global International Satellite Communication System.

Key Responsibilities

- Makes hourly weather observations on a routine basis, maintains a continuous monitoring of weather conditions, and makes special observations, as warranted, in accordance with International Standards and recommended practices;
- Encodes, records and disseminates real-time weather observations, both nationally and internationally, to satisfy the World Meteorological Organization (WMO), the International Civil Aviation Organization (ICAO) and local aviation requirements;
- Decodes and plots Surface Synoptic Weather Charts every six (6) hours, and upper-air charts every twelve (12) hours for analysis by Forecasters. Also required to plot hourly weather observations of specially selected stations;
- Assists in preparation of Aircraft Flight Forecast documentation by compiling Terminal Aerodrome Forecasts for destinations and alternates, and the plotting of flight altitude forecast winds and temperatures for Trans-Atlantic and other flights, as requested;
- Distributes Meteorological Information, including Local Weather Forecasts, bulletins, news releases and weather observations by telephone, weather broadcast machines, facsimile machine or radio to various agencies. These include Air Traffic Services, Office of Disaster Preparedness and Emergency Management (ODPEM), airline agents and agencies, Jamaica Defence Force Air-wing and Coast Guard, and to the mass media for the public, in general;
- Detects defective Meteorological Instruments and effect minor repairs or makes report to Front-Line Supervisor;
- Changes Autographic Charts and time-mark instruments at prescribed times, in accordance with WMO Regulations;
- Clears weather broadcast machines regularly to sort and distributes incoming meteorological data and related information to be plotted by technicians or utilized by Forecasters. Thereafter, properly file such messages to ensure safe and easy retrieval when necessary;
- Compiles Climatological Data for analytical purposes;
- Conducts the on-the-job training of recruits
- Conducts guided tours of the office by students and other interested persons or groups;
- Keeps abreast of work in other Sections of the Service for job rotation and job enrichment purposes.

Required Knowledge, Skills and Competencies

- Knowledge of basic meteorology and meteorological instrumentation
- Ability to plot meteorological charts and diagrams
- Ability to detect defective meteorological instruments and effect minor repairs
- Ability to establish and maintain effective working relationships with work counterparts
- Ability to observe and record meteorological phenomena with scientific equipment and instrumentation
- Good oral and written communication skills
- Good teamwork and co-operation skills
- Goal and results oriented

Minimum Required Qualification and Experience

Below Proficiency Bar:

- Five GCE Ordinary Level or CXC General Proficiency Level Passes including Mathematics, English Language and Physics.
- Training in basic Meteorology and four months on-the-job training.

Above Proficiency Bar:

- World Meteorological Organization (WMO) Entry-Level Technicians certificate in Meteorological Observing Techniques.

Special Conditions Associated with the Job

- Rostered to work on a 24-hour rotating shift system each day of the week including public holidays.
- Required to work additional/consecutive shifts if not relieved from present shift, or if necessary due to inclement weather or for grant of leave.
- Required to perform duties in adverse weather conditions, including strong winds and heavy rainfall.
- High stress - Error in forecasts and other flight documentation could seriously compromise flight safety.
- Leave of absence not usually granted during the Hurricane Season, i.e. from June to November.

2. Accounting Technician 1 (FMG/AT 1)

Job Purpose

Under the direct supervision of the Accounting Technician 2 the incumbent will assist in the provision of the accounting services for the Meteorological Service.

Key Responsibilities

- Verifies Payment Vouchers;
- Maintains and controls Petty Cash Imprest;
- Prepares cheques for delivery and disbursement to staff at outstations and other outside entities;
- Functions as Salaries and Allowances Cashier;
- Prepares cheques for delivery and disbursement to staff at out stations and other outside entities;
- Prepares summaries of actual monthly expenditures;
- Is custodian for all undelivered cheques, Petty Cash Imprest and cash received for private telephone calls and postage stamps (letters);
- Collects payment for private calls and issue individual receipts;
- Has custody and control of all Payment Vouchers;
- Maintains an updated inventory of all fixed assets;
- Tabulates cost for private calls;
- Assists in the procurement of goods locally;
- Keeps Invoice Order Books;
- Assists with the duties of the Accounting Technician 2 (FMG/AT2) in his/her absence.

Required Knowledge, Skills and Competencies

- Knowledge of the FAA Act and other associated legislations.
- Knowledge of Government Accounting principles and practices.
- Knowledge of standard computer applications and spreadsheets.
- Good oral and written communication skills.
- Good teamwork and co-operation skills.
- Goal and results oriented.

Minimum Required Qualification and Experience

- AAT Level 1; or
- ACCA-CAT Level 1/Level A; or
- Certificate in Public Administration, UWI; or
- Certificate in Management Studies, UWI; or
- Diploma in Business Administration/Studies from a Community College; or
- NVQJ Level 1, Accounting; or
- Certificate in Accounting from an accredited University; or
- Certificate in Government Accounting 1; or
- Completion of first year in B.Sc. Degree In Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; or
- Completion of first year of ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Applications accompanied by résumés should be submitted **no later than Thursday, 23rd December, 2021 to:**

**Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
The Towers, 7th Floor
25 Dominica Drive
Kingston 5.**

Email: human.resources@megjc.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**