



Meteorological Officer III

Antigua and Barbuda Meteorological Service (ABMS)

Our Mission

To monitor, observe and understand Antigua and Barbuda's weather and climate, and provide stakeholder-driven quality meteorological, climatological and related services primarily for the protection of life, property, livelihoods and the sustainable development of our country.

Our Vision

To achieve meteorological excellence, contribute significantly to the sustainable socio-economic development of Antigua and Barbuda and become the leading meteorological service in the Caribbean.

The Opportunity

We are seeking **qualified candidates** who are **deeply passionate about meteorology** to join the ABMS team as Meteorological Officer III (Trainee Weather Observer). This entry-level position offers a unique opportunity to embark on a fulfilling career in meteorology, with the potential to advance to the highest roles in the organisation.

Passion and qualifications are key to success in this role, as it involves continuous on-the-job training, culminating in at least a World Meteorological Organization (WMO) Entry-level Technician Certificate. As part of our team, you will be trained and supervised in monitoring and recording weather and climate elements, ensuring the accuracy and quality of meteorological, hydrological, and climatological (MHC) data, and effectively communicating this vital information to internal and external stakeholders.

This position is ideal for a recent State College graduate with a **strong background in mathematics and physics** who is **driven by a passion** for understanding and analyzing meteorological phenomena.

Please apply only if you meet the qualifications and, most importantly, have a genuine passion for meteorology. We are seeking candidates who are truly committed to this field and are eager to grow within the ABMS team.

Terms and Conditions

Start Date: As soon as possible

Duration of Contract: Permanent upon successful completion of a two-year contract

Probation Period: Six months to a year

Salary: EC\$31,716 per annum before training and EC\$48,900 after training

Allowance: EC\$13,236 per annum after training

Location: Antigua and Barbuda Meteorological Service, V. C. Bird International Airport

Benefits: 15 working days' annual holiday entitlement; this will increase to 27 once promoted. Overtime will be paid for Public/Bank Holidays.

Hours of Work: This full-time position requires 36 hours of work per week, with shifts scheduled for any day or hour, including **Saturdays** and Sundays. The ABMS operates 24/7, 365 (366 in a leap year) requiring constant staffing. As a result, candidates must also be available for overtime callout.

Job Description

Job Title: Meteorological Officer III

Reporting to: The Deputy Director, ABMS

Essential job functions, duties and responsibilities (Training)

The following statements are intended to outline the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. These statements are subject to the Antigua and Barbuda Civil Service Regulations, Part V, 36. (1).

- 1. Monitor continuously the weather situation*
- 2. Observe and record meteorological and hydrological phenomena and parameters*
- 3. Ensure the quality of the performance of systems and of meteorological, hydrological and climatological information*
- 4. Communicate meteorological, hydrological and climatological information to internal and external users*

5. *Adhere to the ABMS's policies and all relevant national laws*
6. *Change charts, perform minor troubleshooting operations and instrument comparisons*
7. *Assist in the performance of data management, quality control and data entry*

Person Specification

Skills and abilities

- Leadership skills
- Excellent written and oral communication skills
- Excellent analytical skills to evaluate issues and provide solutions
- Good computer literacy (ICT) skills
- Proficient in Microsoft Office – particularly Word, PowerPoint and Excel
- Good problem-solving and decision-making skills
- Ability to work under pressure, for long hours, any day/night of the week
- Must be able to work overtime, including weekends and public holidays, when required
- Good interpersonal and teamwork skills

Personality attributes

- Drive and commitment
- Motivated by the desire to improve the current state
- Accurate with information, fact-based
- Intellectually curious and honest
- Integrity (intellectually and otherwise)
- High character
- Ambitious
- Energetic, confident, creative, intuitive and hardworking
- Positive, passionate and determined
- Show independent judgement, initiative, maturity and a commitment to personal development
- Team and results-oriented
- Detail Oriented
- Well-organized and able to multi-task
- Eager and willing to add to their knowledgebase and skills

Minimum required education and qualifications

- At least five Ordinary Level or equivalent subjects at grade I-III or A-C including, English, mathematics and physics.
- Advanced-level passes in mathematics and physics are preferred and would be advantageous.
- Training in information technology and or computer science studies would be an advantage
- Training in the Microsoft Office suite would be an advantage

Experience

At least one year of working experience, preferably in the private sector, would be an advantage

Other

As required, the ability to undertake regional and international travel is essential.

How to Apply

Interested candidates are required to submit applications (cover letter, curriculum vitae, certificates (copies), and contact information for two professional referees) addressed to:

The Permanent Secretary
Ministry of Tourism, Investment, Civil Aviation and Transportation
Utility Drive
#5 Cassada Gardens
St. John's

Submission via email is preferred (ministry.pucate@gmail.com and copy metoffice@ab.gov.ag). Please mark your application with the subject: **'ABMS Met Officer III'**.

The closing date for applications is **October 3rd, 2024**. Interviews are likely to be held during **November 2024**. Candidates selected for an interview will be contacted by email or telephone – please specify your preferred method of contact in your cover letter and indicate where you saw the position advertised.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact shortlisted candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

ABMS's Core Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organization, creating the culture of success, for which ABMS hopes to be renowned:

- **Accountability:** We are responsive and take responsible action.
- **Collaboration:** Leveraging our collective genius.
- **Integrity:** We act with honour, honesty and fairness.
- **Leadership:** The courage to shape a better future.
- **Open-mindedness:** Being receptive to good ideas.
- **Passion and Determination:** Showing commitment in heart and mind, going beyond the job description.
- **Quality:** Ensuring what we do, we do well.
- **Strong Work Ethics:** Continuously increasing our value, seeking excellence.

Weather and Climate for Living