

Somali Civil Aviation Authority (SCAA)

TOR for Meteorological expert (OPAS)

POSITION INFORMATION

JOB TITLE	Meteorological expert (OPAS)	GOVERNMENT AGENCY	Somali Civil Aviation Authority
JOB GROUP	Air Navigation Services	DUTY STATION	Mogadishu, Somalia
DEPARTMENT	Meteorological Services	BRANCH:	-
REPORTS TO	Manager - meteorological services	DURATION	1 Year

ORGANIZATIONAL SETTING

Meteorological expert is one of the several positions in the department of Meteorological Services within the group of Air Navigation Services of the Somalia Civil Aviation Authority.

The incumbent reports directly to Manager - meteorological services. He or she interacts with Meteorological Services personnel, aviation safety personnel and colleagues within the ANS and other stakeholders as applicable,

GENERAL DUTIES AND RESPONSIBILITIES

The incumbent is responsible to develop and establish the Meteorological Services organizational system, programs, processes, policies, procedures as well as other working manuals. Develop capacity building for local staff and provide advisory and support services to other departments of SCAA on matters related Meteorology.

Specific functions include:

By assessing the current operational status and structure of the meteorological department as per ICAO Annex 3, WMO Technical regulation volume II, AFI ANP and associated ICAO and WOM guidance Material on Policies, Standards and Procedures, the incumbent performs the following specific functions:

Function 1 – Establishing Meteorological Services organizational system

- Establish the appropriate organizational structure and system for the department of Meteorological Services.
- As per the established structure, develop staffing and infrastructure needs that enables the office to accomplish its functions and responsibilities effectively,
- Develop the role, functions, and responsibilities of the the department of Meteorological Services.
- Develop minimum requirements for all staff of Meteorological Services and define respective functions and responsibilities with job descriptions.
- Develops guidance materials including policies, processes and procedures related to Meteorological Services as well as related working documents.
- Advice on the minimum standards of the aeronautical meteorological equipment for efficient services provision (modernizes meteorological measurements Automated Weather Observing System (**AWOS**) etc,
- Provide advice on the development and research of new systems and equipment for Aeronautical Meteorology to keep pace with the emerging trends in aviation technology.
- Develop a **QMS** for aeronautical meteorological service according to **WMO/ICAO** standards
- Develop Meteorological Services training programs and plan and guidance for keeping training records.
- Advice on suitable training courses available for Meteorological Services in accordance with the training rogram and plan.
- Develop capacity building by providing different types of training including OJT and workshops for local staff.

Function 2- Coordination:

In coordination with the concerned units and regulatory bodies of Meteorological Services, follow up issues related to audits and inspection findings and preparation of corrective action plan and resolution of safety issues.

functions 3- General

- Provides guidance, support, or advice to other sections of the Civil Aviation Authority or other Government Agencies with issues related to Meteorological Services.
- Participates in stakeholder consultations, including in rulemaking consultation.
- Responsible for the proper use and care of any computers, physical tools, security systems, equipment including vehicles and files issued by the SCAA in the performance of the incumbent's work.
- Develop work plan for the assigned TOR.
- Prepare monthly progress report.
- Performs other related duties as assigned by the Manager - meteorological services.

Summary of Expected Deliverables

- Developed/reviewed and/or amended organizational structure and system of the Meteorological Services
- Developed document on staffing and infrastructure needs of the Meteorological Services.
- Developed functions and responsibilities of the Meteorological Services job description for its staff.
- Develops guidance materials including policies, processes and procedures related to Meteorological Services.
- Developed Meteorological Services training programs and plan and guidance for keeping training records
- Developed capacity building by providing different types of training and workshops for local staff
- Developed and implemented Meteorological QMS.
- Assistance provided for working group for review and amendment of legislation, regulations, and enforcement policies related to Meteorological Services.

Competencies

Leadership Competencies - Managers

- o Vision & strategy
- o Mobilize people
- o Uphold integrity and respect

- o Collaborate with partners and stakeholders
- o Promote innovation and change
- o Achieve results
- Technical Skills
- o Systems thinking
- o Risk management
- Personal Conduct
- o Integrity
- o Openness
- o Fairness
- o Respect
- o Initiative
- o Self-improvement
- Functional
- o Analytical thinking
- o Critical thinking
- o Problem-solving
- o Decision making
- o Communication
- o Planning and organizing
- o Teamwork
- o Office technologies

Qualifications and Experience

Education:

Essential:

University degree in Meteorology or successful completion of a recognized course for aeronautical meteorologist (as described in WMO Meteorologist training requirement)

Desirable

An advanced level university degree (Master's Degree) related to Meteorology.

Professional Experience:

Essential:

- Five years practical experience as meteorologist, with a total of ten years in the analysis of weather information for forecasting including experience in the interpretation of MET radar and satellite information, numerical and weather prediction, weather phenomena hazardous to aviation and tropical meteorology as necessary.
- Good working knowledge of relevant aeronautical telecommunications, ATS procedures, the World Area Forecast Centres (WAFC) and MET Watch Offices (MWO).
- Experience at a senior level in the organization, administration and operation of national aeronautical meteorological services and in the preparation of analyses for forecasting and in the procurement, provision, siting, maintenance and calibration requirement of meteorological instrumentation.
- Sound knowledge of all relevant WMO and ICAO technical documents.
- Sound Knowledge of planning and implementation of QMS for Meteorological Services
- Awareness of the relevant provisions of the Convention on International Civil Aviation and annexes concerned and other related ICAO documentation and procedural requirements.

Languages:

A good command of oral and written English.

How To Apply

Interested applicants are requested to submit their detailed credential including CV, academic and professional certificates, and Cover Letter through the following email address: hr@scaa.gov.so with the subject line indicating application for the Meteorological expert (OPAS). The deadline for receiving applications is August 21, 2023. Applications received after the deadline will not be considered.