

**JOB DESCRIPTIONS FOR THE MINISTRY OF FISHERIES AND  
WATER RESOURCES**

**FISHERIES CADRE**

**JOB DESCRIPTION**

**JOB TITLE:** Director

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Fisheries

**GRADE:** 12

**REPORTS TO:** Permanent Secretary

**RESPONSIBLE FOR:** Deputy Director, Principals (R&D, Extension, Inspectorate, MCS, Aqua culture)

**PURPOSE:** To coordinate all fisheries related activities in the country

**QUALIFICATIONS:** Master's degree in Ichthyology, Aqua culture, Marine Ecology or any related field

**EXPERIENCE:** 10 years of satisfactory work experience

**SKILLS:**

- Statistical Analysis software packages
- Fisheries/Aqua-culture statistics
- Fisheries/Aqua-culture Economics
- Report writing
- Excellent knowledge of Human Resource best practices
- IT skills

**RESPONSIBILITIES:**

**1. Responsible for the sustainable management & development of fisheries as a resource**

**2. Responsible for Resource mobilisation**

### **3. Responsible for the day-to-day administration of the Department and the Fisheries Cadre**

#### **DUTIES:**

#### **1. Responsible for the sustainable management & development of fisheries as a resource**

- a) Oversees and coordinates the development of plans and strategies to sustainably manage fisheries resources.
- b) Oversees the review of fisheries application requests.
- c) Formulates Research Proposals in order to ensure availability of accurate data to facilitate sustainable fisheries management.
- d) Conducts promotions on aquaculture as a viable business endeavor
- e) Conducts sensitization activities to raise awareness on aquaculture as a sustainable and alternative source of fisheries.

#### **2. Responsible for Resource mobilisation**

- a) Oversees the development of the yearly budget estimates.
- b) Coordinates the development of proposals to facilitate resource mobilization.

#### **3. Responsible for the day-to-day administration of the Department and Fisheries Cadre**

- a) Oversees the development of workplans for the implementation of activities.
- b) Monitors the implementation of work plans to ensure timely implementation of activities.
- c) Participates in the development and review of Fisheries policies.
- d) Performs mediation and conflict resolution in cases of disputes.
- e) Coordinates recruitment, promotions, postings and training of Fisheries Cadre staff.

## **JOB DESCRIPTION**

**JOB TITLE:** Principal Fisheries Officer

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Fisheries

**DIVISION/UNIT:** Research and Development

**GRADE:** 10

**REPORTS TO:** Director

**RESPONSIBLE FOR:** Assistant Fisheries Officers and Principal Fisheries Assistants

**PURPOSE:** To assist in the sustainable management of fish as a natural resource

**QUALIFICATIONS:** Bachelor's degree in Fisheries Statistics, Aqua-culture Statistics, or related fields

**EXPERIENCE:** 5 years of satisfactory work experience

**SKILLS:**

- Statistical Analysis Software packages
- Fisheries/Aqua-culture Statistics
- Fisheries/Aqua-culture Economics
- Report writing
- IT skills

**RESPONSIBILITIES:**

**R1: Responsible for monitoring the sustainable management & development of fisheries as a resource**

**R2: Responsible for the Monitoring, Control and Surveillance (MCS) Staff Development**

**R3: Responsible for the day-to-day administration of the Monitoring, Control and Surveillance unit (MCS)**

## **DUTIES**

### **R1: Responsible for monitoring the sustainable management & development of fisheries as a resource**

- a) Assigns staff and roles to fish landing sites to collect relevant fisheries data.
- b) Supervises entry of fisheries data.
- c) Conducts fisheries data analysis.
- d) Produces monthly reports of fish stock status.
- e) Conducts fish market surveys.
- f) Produces quarterly fish market survey reports.

### **R2: Responsible for the Monitoring, Control and Surveillance (MCS) Staff Development**

- a) Assesses capacity needs of MCS staff.
- b) Designs relevant training programmes.
- c) Conducts trainings on fisheries data collection techniques and protocols, field sampling methodologies and fisheries statistics.

### **R3: Responsible for the day-to-day administration of the Monitoring, Control and Surveillance unit (MCS)**

- a) Prepares yearly work plans.
- b) Monitors the implementation of work plans.
- c) Consolidates yearly fisheries statistics to produce the yearly fisheries statistics book.
- d) Acts as focal point for relevant projects and international partners (for example: EAF, MAVA, FAO etc).
- e) Participates in the development of project proposals.

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Fisheries Officer

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Fisheries

**DIVISION/UNIT:** Inspection

**GRADE:** 9

**REPORTS TO:** Principal Fisheries Officer

**RESPONSIBLE FOR:** None

**PURPOSE:** To assist in ensuring compliance with fisheries regulations

**QUALIFICATIONS:** Bachelor's degree in Fisheries

**EXPERIENCE:** 3 years of satisfactory work experience

**SKILLS:**

- Fish species identification and classification
- Standards and compliance inspection
- Negotiations
- Dispute resolution
- Report writing
- Administration
- IT Skills

**RESPONSIBILITIES:**

**R1: Responsible for providing quality control support**

**R2: Responsible for providing staff development support**

**R3: Responsible for providing day-to-day administrative support**

## **DUTIES:**

### **R1: Responsible for providing quality control support**

- a) Supervises inspections of fish landing sites, fishing vessels and fish transport vehicles to ensure compliance with standards.
- b) Supervises the pre-licensing inspections of industrial fishing vessels to facilitate licensing.
- c) Enforces regulations on defaulting fish establishments.
- d) Oversees the enforcement of the mandatory 10% fish landing requirements.
- e) Participates in the conduct of joint fishing zone surveys.

### **R2: Responsible for providing staff development support**

- a) Assists in assessing the capacity needs of the Inspectorate staff.
- b) Designs relevant training programmes.
- c) Conducts trainings and inductions for new staff.

### **R3: Responsible for providing day-to-day administrative support**

- f) Participates in the conduct of sensitization workshops.
- g) Participates in the development of workplans.
- h) Assists in the day-to-day administration of the unit.
- i) Attends relevant workshops, seminars and meetings on behalf of the department.

## **JOB DESCRIPTION**

**JOB TITLE:** Fisheries Officer

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Fisheries

**DIVISION/UNIT:** Monitoring, Control and Surveillance (MCS)

**GRADE:** 8

**REPORTS TO:** Senior Fisheries Officer

**RESPONSIBLE FOR:** Principal Fisheries Assistant, Senior Fisheries Assistant and Fisheries Assistant

**QUALIFICATIONS:** Bachelor's degree in Fisheries Management, Aquaculture

**EXPERIENCE:** 3 years of satisfactory work experience

**SKILLS:**

- Fisheries management and administration
- Fish statistics
- Basic Accounting
- Conflict resolution and mediation
- Report writing
- IT Skills
- 

**RESPONSIBILITIES:**

**R1: Responsible for fisheries license processing and administration**

**R2: Responsible for providing conflict resolution support between industrial fishing vessels and artisanal fishermen**

**R3: Responsible for providing support to the Sub-Regional Fisheries Commission during Joint Maritime Operations**

## **DUTIES:**

### **R1: Responsible for fisheries license processing and administration**

- a) Reviews fisheries license requests and make recommendations.
- b) Conveys license request approvals outlining cost of license and conditions.
- c) Prepares license documents.
- d) Conducts training and orientation of on-board observers to enable them monitor license compliance by fishing vessels.
- e) Delivers license documents to on-board observers for enforcement.
- f) Prepares list of licenses issued in order to inform the Navy of all license vessels operating in territorial waters.
- g) Prepares revenue list outlining the cost of all licenses issued to facilitate auditing.
- h) Reviews on-board observer's end of license report.
- i) Calculates and establishes the actual value of the 10% domestic landing requirement.
- j) Supervises the receipt and distribution of the local landed fish to domestic fish dealers and institutions.
- k) Prepares invoices detailing the quantity and value of locally landed fish to be sold to domestic fish dealers.

### **R2: Responsible for providing conflict resolution support between industrial fishing vessels and artisanal fishermen**

- a) Reviews on board observer's incident report outlining details of incident of damage of artisanal fishing equipment.
- b) Coordinates mediation meetings between industrial fishing vessels and artisanal fishermen.

### **R3: Responsible for providing support to the Sub-Regional Fisheries Commission during Joint Maritime Operations**

- a) Serves as command centre focal point to coordinate surveillance and monitoring of illegal, unreported and unregulated (IUU) fishing.
- b) Inspects fishing vessels captured by the navy during joint maritime operations to verify the navy's initial report and assessment.
- c) Submits reports to facilitate settlements or sanctions.



## **JOB DESCRIPTION**

**JOB TITLE:** Principal Fisheries Assistant

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Fisheries

**DIVISION/UNIT:** Inspectorate

**GRADE:** 6

**REPORTS TO:** Fisheries Officer

**RESPONSIBLE FOR:** Senior Fisheries Assistant, Fisheries Assistant

**PURPOSE:** To assist in providing quality control

**QUALIFICATION:** Diploma in Fisheries

**EXPERIENCE:** 2 years of satisfactory work experience

**SKILLS:**

- Fisheries management and administration
- Fisheries statistics
- Fish marketing
- Communication
- IT Skills
- Report writing

**RESPONSIBILITIES:**

**R1: Responsible for ensuring compliance-monitoring support**

**R2: Responsible for providing support for fish improvement techniques**

## **DUTIES:**

### **R1: Responsible for ensuring compliance-monitoring support**

- a) Assists in monitoring the enforcement of codes of practice and fisheries regulations.
- b) Performs inspection of fisheries products, landing sites, fishing vessels and fish transport vehicles to ensure compliance with hygiene and sanitary standards.
- c) Collects, processes and analyses fish exports data.
- d) Collects, processes and analyses artisanal fishing data.
- e) Participates in the conduct of fish and fisheries product market surveys for development of potential markets.

### **R2: Responsible for providing support for fish improvement techniques**

- a) Assists in evaluating fishing gear methods in order to initiate and implement sustainable fishing methodologies.
- b) Performs capacity development for fishermen to minimise post-production and post-harvest losses.

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Fisheries Assistant

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Fisheries

**DIVISION/UNIT:** Monitoring, Control and Surveillance (MCS)

**GRADE:** 4

**REPORTS TO:** Fisheries Officer

**RESPONSIBLE FOR:** None

**PURPOSE:** To assist in monitoring the exploitation of fisheries

**QUALIFICATIONS:** Credit in Science (WASSE) and Diploma Certificate in Fisheries

**EXPERIENCE:** 1 year of satisfactory work experience

**SKILLS:**

- Identification and classification of fish species
- Basic Maritime Laws and Regulations
- Fish Inspection
- Fishing vessels monitoring devices and systems
- Communication

**RESPONSIBILITIES:**

**R1: Responsible for carrying out day-to-day monitoring activities**

**DUTIES:**

**R1: Responsible for carrying out day-to-day monitoring activities**

- a) Performs fish data collection.
- b) Assists in the conduct of pre-license inspections.
- c) Observes the Vessel Monitoring System (VMS) to monitor the position, course and speed of fishing vessels.
- d) Participates in monitoring and surveillance patrol operations during Joint Maritime Operations.

## **JOB DESCRIPTION**

**JOB TITLE:** Fisheries Assistant

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Fisheries

**DIVISION/UNIT:** Inspectorate

**GRADE:** 2

**REPORTS TO:** Principal Fisheries Assistant

**RESPONSIBLE FOR:** None

**PURPOSE:** To provide day-to-day monitoring support

**QUALIFICATION:** WASSCE Certificate

**EXPERIENCE:** None

**SKILLS:**

- Inspection
- Basic Public Health
- Fisheries Regulations
- Report writing

**RESPONSIBILITIES:**

**R1: Responsible for providing routine monitoring support**

**DUTIES:**

**R1: Responsible for providing routine monitoring support**

- a) Participates in the routine and schedule inspection of fish processing centers and establishments, landing sites and fish transport vehicles to ensure compliance with regulations.
- b) Prepares inspection reports to update Hygiene Committee.
- c) Monitors implementation of Hygiene Committee recommendations.
- d) Conducts basic fish processing training at landing sites.

## **JOB DESCRIPTIONS FOR THE HYDROMET CADRE**

### **JOB DESCRIPTION**

**JOB TITLE:** Director

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Administration

**GRADE:** 12

**REPORTS TO:** Permanent Secretary

**RESPONSIBLE FOR:** Deputy Director, Chief Meteorologist, Chief Hydrologist, Principal Hydrogeologist, Principal Scientific Officer and Principal Computer Engineer

**PURPOSE:** To oversee the implementation of all hydrological and meteorological activities

**QUALIFICATIONS:** Master's degree in Meteorology, Hydrology, Atmospheric Science or any related field

**EXPERIENCE:** 10 years of satisfactory work experience

**SKILLS:**

- Water management
- Atmospheric science
- Administration
- Financial Management
- People Management
- Leadership

**RESPONSIBILITIES:**

**R1: Responsible for the Administration and Management of the department**

**R2: Responsible for Resource Mobilisation**

**R3: Responsible for coordinating the UN-WMO's (United Nations World Meteorological Organization) activities**

## **DUTIES:**

### **R1: Responsible for the Administration and Management of the department**

- a) Coordinates the formulation and review of hydrological and meteorological policies.
- b) Oversees the implementation of hydrological, meteorological and rural water supply activities.
- c) Ensures the availability and functioning of meteorological and hydrological equipment in order to ensure the smooth functioning of meteorological and hydrological networks.
- d) Oversees the recruitment, placement and capacity development of staff in order to ensure effective and efficient service delivery.
- e) Serves as Chief Technical Adviser on the management and utilization of water resources.
- f) Ensures the availability of accurate and up-to-date meteorological and hydrological data.

### **R2: Responsible for Resource Mobilisation**

- a) Oversees the identification of bankable weather, climate and water programmes and projects.
- b) Oversees and coordinates the development of bankable project proposals to solicit for funding.
- c) Monitors the implementation of projects.

### **R3: Responsible for coordinating the UN-WMO's (United Nations World Meteorological Organization) activities**

- a) Serves as a Permanent Representative of the WMO to coordinate all its country activities.
- b) Serves as the focal point for the UN Intergovernmental Panel on Climate Change (IPCC) to coordinate all climate change activities and interventions in the Gambia.
- c) Serves as the focal point for the United Nations Framework Convention on Climate Change (UNFCCC).

## **JOB DESCRIPTION**

**JOB TITLE:** Deputy Director

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Administration

**GRADE:** 11

**REPORTS TO:** Director

**PURPOSE:** To assist in the management and administration of the department

**QUALIFICATIONS:** Bachelor's degree in Water Resources, Management, Engineering, Hydrology, Meteorology or related fields

**EXPERIENCE:** 5 years of satisfactory work experience

**SKILLS:**

- HRM
- Water Resource Engineering
- Water treatment
- In-depth knowledge in IT
- Data analysis
- Administration
- Report Writing
- Excellent communication skills

**RESPONSIBILITIES:**

**R1: Responsible for providing support in the management and administration of the department**

**DUTIES:**

**R1: Responsible for providing support in the management and administration of the department**

- a) Assists in the day-to-day management and administration of the department.
- b) Assists in coordinating the implementation of the department's activities.
- c) Participates in the development of project proposals in order to facilitate funding for the activities of the department.
- d) Provides technical advice and support to unit heads and sectors in order to facilitate the implementation of activities.



## **JOB DESCRIPTION**

**JOB TITLE:** Chief Meteorologist

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Meteorology

**GRADE:** 11

**REPORTS TO:** Director

**RESPONSIBLE FOR:** Principal Meteorologist

**PURPOSE:** To administer and manage the Meteorology Division and Meteorological Cadre

**QUALIFICATIONS:** Master's degree in Meteorology, Atmospheric Science or any related field

**EXPERIENCE:** 10 years of satisfactory work experience

**SKILLS:**

- Agro-chemical modelling
- Computer operating systems (Windows and Linux)
- Geo-statistical
- Climate analysis
- Spatial analysis
- GIS
- Administration
- People Management
- Leadership

**RESPONSIBILITIES:**

**R1: Responsible for the administration and management of the Meteorology Division and Cadre**

**R2: Responsible for coordinating the timely availability of meteorological data**

**R3: Responsible for the management and maintenance of Meteorological equipment**

**DUTIES:**

**R1: Responsible for the administration and management of the Meteorology Division and Cadre**

- a) Oversees the design of frameworks and systems for effective planning, monitoring and implementation of meteorological activities.
- b) Coordinates the preparation of the division's yearly budget estimates.
- c) Coordinates the development of work plans for the effective implement of activities.
- d) Supervises the review of workplans to assess implementation.
- e) Participates in the development and review of meteorological policies.
- f) Coordinates the postings, promotions and capacity development processes of the cadre.
- g) Supervises the preparation of yearly reports and publications.

**R2: Responsible for coordinating the timely availability of meteorological data**

- a) Monitors the operations of meteorological stations.
- b) Reviews climate reports.
- c) Reviews early warning bulletins.
- d) Reviews weather forecast reports.
- e) Ensures the provision of data to regional bodies in order to fulfill regional obligations.
- f) Ensures proper collection, storage, and back-up of meteorological data.
- g) Conducts the processing and evaluation analysis of observational data.

**R3: Responsible for the management and maintenance of Meteorological equipment**

- a) Oversees the planning, operations and maintenance of the meteorological network.
- b) Coordinates the provision and distribution of meteorological equipment to ensure service delivery.
- c) Monitors the use and maintenance of meteorological equipment.
- d) Facilitates the repair of faulty meteorological equipment.

## **JOB DESCRIPTION**

**JOB TITLE:** Principal Hydrogeologist

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Rural Water Supply

**GRADE:** 10

**REPORTS TO:** Director

**RESPONSIBLE FOR:** Head of Division

**PURPOSE:** To facilitate the provision of water to rural communities

**QUALIFICATIONS:** Master's degree in Hydro-geology, Hydrology, Civil Engineering or related fields

**EXPERIENCE:** 5 years of satisfactory work experience

**SKILLS:**

- Knowledge of Hydro-geology
- Ground water management
- Engineering
- Data analysis
- Knowledge of IT
- Community development/social work
- Excellent communication skills
- Good knowledge of administration
- Negotiation skills

**RESPONSIBILITIES:**

**R1: Responsible for the provision of water to rural communities**

**R2: Responsible for the administration and management of the division**

## **DUTIES:**

### **R1: Responsible for the provision of water to rural communities**

- a) Coordinates the identification of communities for the supply of water by conducting needs assessments of identified communities to determine the communities that are more underprivileged.
- b) Participates in the development of project proposals in order to solicit funding for identified water supply projects.
- c) Coordinates the establishment of adequate community administrative structures and arrangements for the management/maintenance of water systems, in order to ensure community ownership and sustainability of the system.
- d) Participates in the identification of suitable spots for setting up water supply systems.
- e) Participates in negotiations with donors for the funding of rural water projects.
- f) Assists/supervises the construction of water supply systems in order to ensure compliance with specifications.

### **R2: Responsible for the administration of the division**

- a) Assists in the recruitment of consultants/contractors by participating in the development of technical specifications to facilitate technical evaluations of bids.
- b) Coordinates the preparation of the division's yearly budget estimates.
- c) Coordinates the development of divisional work plans for the implementation of activities.
- d) Supervises the preparation of yearly reports and publications.
- e) Coordinates the recruitment, postings and promotions of rural water supply staff.

## **JOB DESCRIPTION**

**JOB TITLE:** Principal Hydrologist

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Hydrology

**GRADE:** 10

**REPORTS TO:** Chief Hydrologist

**RESPONSIBLE FOR:** Senior Hydrologist

**PURPOSE:** To assist in coordinating the planning and implementation of hydrological operations

**QUALIFICATIONS:** Master's degree in Hydrology, Hydrogeology or related fields

**EXPERIENCE:** 5 years of satisfactory work experience

**SKILLS:**

- Hydrological software packages
- Hydrogeology
- Data analysis
- Human Resource Management
- Administration
- Project proposal development
- Communication

**RESPONSIBILITIES:**

**R1: Responsible for monitoring water resources in the country**

**R2: Responsible for ensuring the availability of hydrological equipment/materials to conduct operations**

**R3: Responsible for the administration of the Division and the Hydrology Cadre**

## **DUTIES:**

### **R1: Responsible for monitoring water resources in the country**

- a) Coordinates the monitoring of surface water resources throughout the country in order to monitor and assess the quantity and quality of the available water.
- b) Coordinates the monitoring of ground water resources throughout the country in order to monitor quantity (usage & replenishment) and quality of available ground water resources.
- c) Coordinates and supervises the conduct of field visits to all 10 surface water monitoring points and 38 ground water monitoring points in the country, in order to collect data for reporting.
- d) Contributes to the production of early warning bulletins in order to provide regular rainfall updates to all stakeholders.
- e) Participates in CILLS forecasting in order to provide information on the expected levels of surface water during the rainy season for disaster preparedness and agricultural planning.
- f) Provides technical advice on hydrological matters.

### **R2: Responsible for ensuring the availability of hydrological equipment/materials to conduct operations**

- a) Facilitates the availability of hydrological equipment for operations.
- b) Facilitates the maintenance of broken hydrological equipment.

### **R3: Responsible for Administration of the Division and Hydrology Cadre**

- a) Participates in the preparation of the division's yearly budget estimates.
- b) Participates in the development of divisional work plans.
- c) Participates in the preparation of yearly reports and publications.
- d) Participates in the recruitment, postings and promotion processes of hydrological staff.
- e) Participates in the development of proposals in order to assist in improving the management of water resources.
- f) Teaches at the Department of Water Resources Hydro-met school

## **JOB DESCRIPTION**

**JOB TITLE:** Principal Computer Operator

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Communication and Data Analysis

**GRADE:** 10

**REPORTS TO:** Director

**RESPONSIBLE FOR:** Head of Division

**PURPOSE:** To ensure that all hydro-meteorological equipment and computer systems are fully operational

**QUALIFICATIONS:** Master's degree in Computer Science or related fields

**EXPERIENCE:** 5 years of satisfactory work experience

**SKILLS:**

- Hardware and software maintenance
- Electronic repairs and maintenance
- Hydro-Meteorological
- Administration
- People management

**RESPONSIBILITIES:**

**R1: Responsible for the maintenance of all hydro-met equipment**

**R2: Responsible for the management and administration of the unit**

**DUTIES:**

**R1: Responsible for the maintenance of all hydro-met equipment**

- a) Coordinates the provision and maintenance of an efficient IT systems to enhance service delivery.



- b) Provides hardware and software technical support to the meteorological satellite system in order to facilitate satellite weather observations.
- c) Conducts quarterly field visits to all meteorological stations to assess the status of equipment.
- d) Monitors automated meteorological stations to ensure that observations of electronic transmissions are not interrupted.
- e) Coordinates the conduct of routine maintenance of ICT equipment and infrastructure to ensure they are operational.
- f) Participates in the procurement of electronic equipment and spare parts by providing technical input and advice, in order to ensure supply of appropriate equipment and spare parts.

**R2: Responsible for the management and administration of the unit**

- a) Participates in the preparation of the division's yearly budget estimates.
- b) Participates in the development of divisional work plans.
- c) Participates in the monitoring and evaluation of the implementation of divisional work plans.
- d) Participates in the preparation of yearly reports and publications.
- e) Participates in the recruitment, postings, promotions and capacity development of staff.

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Meteorologist

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Meteorology

**GRADE:** 9

**REPORTS TO:** Principal Meteorologist

**RESPONSIBLE FOR:**

**PURPOSE:** To monitor atmospheric variables in order to provide forecast services to the general public and policy makers

**QUALIFICATIONS:** Master degree in Meteorology and other related fields

**EXPERIENCE:** 3 years of satisfactory work experience

**SKILLS:**

- Data Analysis
- Visualization and interpretation
- Meteorological software packages
- IT
- Communication
- Leadership

**RESPONSIBILITIES:**

**R1: Responsible for ensuring timely meteorological information for air navigation services and the general public**

**R2: Responsible for providing capacity development support**

**DUTIES:**

**R1: Responsible for ensuring timely meteorological information for air navigation services and the general public**

- a) Supervises the conduct of meteorological observations for production of timely, accurate and quality meteorological information to users (within and outside the country).
- b) Supervises and participates in the analysis and interpretation of meteorological data.
- c) Supervises the following activities:
  - Daily weather reports
  - Marine forecast (shipping forecast and fishing forecast)
  - Aeronautical meteorological reports
  - Three-day city forecast
  - Flash flood guidance
  - Contributes to the 10-day outlook bulletins
- (d) Monitors the usage and maintenance of meteorological equipment in order to ensure they are operational.
- (e) Coordinates weather forecasting, climate, network and technical services, research and application activities.
- (f) Carries out weather presentations and weather forecasts in order to disseminate weather information through the media.

**R2: Responsible for providing capacity development support**

- a) Serves as a lecturer at the Department of Water Resources School to develop the capacity of junior meteorological officers.
- b) Develops strategies to assist users in the interpretation of weather and climate information.
- c) Assists in the day-to-day administration of the division.

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Meteorological Superintendent

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Meteorology

**GRADE:** 9

**REPORTS TO:** Chief Meteorologist

**RESPONSIBLE FOR:** Nine (9) Meteorological Observation Stations

**PURPOSE:** To coordinate the operations of all meteorological stations

**QUALIFICATIONS:** Class III Certificate in Meteorology

**EXPERIENCE:** 4 years of satisfactory work experience

**SKILLS:**

- Meteorology
- Meteorological software packages
- Meteorological data collection and analysis
- Atmospheric science
- IT
- Book keeping
- Report Writing

**RESPONSIBILITIES:**

**R1: Responsible for coordinating the activities of all Meteorological Observation Stations**

**R2: Responsible for the storage and supply of meteorological supplies and equipment**

## **DUTIES:**

### **R1: Responsible for coordinating the activities of all Meteorological Observation Stations**

- a) Prepares monthly activity plans for all meteorological stations across the country in order to facilitate weather observations.
- b) Conducts field visits to collect Meteorological data reports.
- c) Reviews meteorological observation reports for all meteorological stations in order to ensure accuracy.
- d) Performs transmission of weather observations to aero-met.
- e) Supervises meteorological data entry in order to update database.
- f) Serves as the head of the Meteorology unit and coordinates its day-to-day operations.

### **R2: Responsible for the storage and supply of meteorological supplies and equipment**

- a) Assists in the procurement of meteorological equipment, materials and consumables by providing advice in order to facilitate availability.
- b) Manages the meteorological stores to ensure that equipment, materials and consumables are supplied to all stations in order to facilitate observation.

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Hydrologist

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Hydrology

**GRADE:** 9

**REPORTS TO:** Principal Hydrologist

**RESPONSIBLE FOR:** None

**PURPOSE:** To supervise and assist in coordinating the activities of the hydrological network

**QUALIFICATIONS:** Master's degree in Hydrology, Hydrogeology or related fields

**EXPERIENCE:** 3 years of satisfactory work experience

**SKILLS:**

- Hydrological software packages
- Hydrogeology
- Data analysis
- Human Resource Management
- In-depth knowledge of administration
- Project proposal development
- Excellent communication skills

**RESPONSIBILITIES:**

**R1: Responsible for the effective operation of the hydrological network**

**R2: Responsible for providing support in the administration of the Division and Hydrology Cadre**

**DUTIES:**

**R1: Responsible for the effective operation of the hydrological network**

- a) Undertakes hydrological network design and analysis in order to ensure effective and efficient operations.
- b) Participates in the conduct of research for effective service delivery.
- c) Monitors and assesses hydrological networks in order to ensure they are fully operational.
- d) Assists in coordinating the monitoring of surface water resources throughout the country, in order to monitor and assess the quantity and quality of the available water.
- e) Assists in coordinating the monitoring of ground water resources throughout the country, in order to monitor quantity (usage & replenishment) and quality of available ground water resources.
- f) Assists in conducting field visits to all 10 surface water monitoring points and 38 ground water monitoring points in the country, in order to collect data for reporting.
- g) Participates in the production of early warning and food security bulletins, in order to provide regular rainfall update to all stakeholders.
- h) Participates in conducting surface and ground water data analysis in order to assess tidal flow, determine saline front, water level, temperature, etc.
- i) Carries out basic hydrological equipment trainings to hydrological trainees in order to facilitate service delivery.

**R2: Responsible for providing support to the administration of the division and Hydrology Cadre**

- a) Assists in coordinating the division's activities.
- b) Participates in the preparation of the division's yearly budget estimates.
- c) Participates in the development of divisional work plans for the implementation of activities.
- d) Participates in the preparation of yearly reports and publications.

- e) Participates in the development of project proposals to assist mobilize resources.
- f) Teaches at the Department's Training School.



## **JOB DESCRIPTION**

**JOB TITLE:** Water Sanitation Officer

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Rural Water Supply

**GRADE:** 8

**REPORTS TO:** Principal Hydrogeologist

**RESPONSIBLE FOR:** None

**PURPOSE:** To provide sanitary services in order to ensure water supply systems are in line with health guidelines

**QUALIFICATIONS:** Diploma Public Health

**EXPERIENCE:** 2 years of satisfactory work experience

**SKILLS:**

- Disease Prevention
- WASH
- Data collection
- Data analysis
- In-depth knowledge of IT
- Excellent communication skills
- Report writing

**RESPONSIBILITIES:**

**R1: Responsible for ensuring quality potable water for rural communities**

**DUTIES:**

**R1: Responsible for ensuring quality potable water for rural communities**

- a) Provides WASH technical advice for the setting up of new water supply systems in order to ensure water sources are not contaminated.

- b) Carries out data collection and periodic assessment of existing water, sanitation and hygiene facilities in order to assess compliance with set water and sanitation standards and guidelines.
- c) Conducts trainings on Water Sanitation and Hygiene (WASH) to community water management committees in order to facilitate sustainability of water supply systems.
- d) Assists in the establishment and smooth functioning of water and sanitation committees by participating in the development of their terms of reference, conducting seminars/workshops etc.
- e) Coordinates the activities of the National Water and Sanitation Working Group (WSWG).

## **JOB DESCRIPTION**

**JOB TITLE:** Meteorologist

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Meteorology

**GRADE:** 8

**REPORTS TO:** Chief Meteorologist

**RESPONSIBLE FOR:** Meteorological Assistant

**PURPOSE:** To assist in the provision of weather and climate products and services to all stakeholders

**QUALIFICATIONS:** Bachelor's degree in Meteorology, Agro-met, Atmospheric Science or related fields

**EXPERIENCE:** 3 years of satisfactory work experience

**SKILLS:**

- Agro-meteorology
- Meteorological software packages
- Climate change science
- Atmospheric science
- Monitoring and Evaluation
- Data Collection, Analysis and Presentation
- IT
- Negotiations
- Report Writing
- Communications

## **RESPONSIBILITIES:**

**R1: Responsible for providing timely weather and climate products and services to the agricultural sector and other stakeholders**

**R2: Responsible for providing capacity development support**

## **DUTIES:**

**R1: Responsible for providing timely weather and climate products and services to the agricultural sector and other stakeholders**

- a) Participates in the development and dissemination of Seasonal (rain) Outlook Forecast (at the start of the rainy season), in order to provide information to stakeholders on the rainfall pattern for the whole season to facilitate agricultural planning.
- b) Participates in the production of the (10-day) Early Warning Bulletin, in order to provide regular rainfall pattern (during the rainy season) information to stakeholders.
- c) Acts as lead forecaster and supervises all operational weather forecasts.

**R2: Responsible for providing capacity development support**

- a) Teaches at the Department's training school.
- b) Provides lectures at senior secondary schools upon request.

## **JOB DESCRIPTION**

**JOB TITLE:** Hydrological Superintendent

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Hydrology

**GRADE:** 8

**REPORTS TO:** Principal Hydrologist

**RESPONSIBLE FOR:** All Hydrological Stations

**PURPOSE:** To coordinate the day-to-day operations of all the hydrological stations

**QUALIFICATIONS:** Higher Diploma in Hydrology, Hydrogeology or related fields

**EXPERIENCE:** 3 years of satisfactory work experience

**SKILLS:**

- Hydrological software packages
- Hydrogeology
- IT
- Data analysis
- Statistical
- Report writing
- Bookkeeping
- Administration
- People management

**RESPONSIBILITIES:**

**R1: Responsible for coordinating the activities of all Hydrological Observation Stations**

**R2: Responsible for the storage and supply of hydrological supplies and equipment**

## **DUTIES:**

### **R1: Responsible for coordinating the activities of all Meteorological Observation Stations**

- a) Coordinates the administration of provincial hydrological network stations.
- b) Supervises all surface and ground water monitoring stations in the country to ensure proper observation and collection of accurate hydrological data.
- c) Conducts field visits to all water monitoring field stations in order to collect data.
- d) Ensures the availability of the required network station staff.

### **R2: Responsible for the storage and supply of meteorological supplies and equipment**

- a) Maintains inventories of network stations' instrument and equipment requirements.
- b) Ensures the availability of required instruments and equipment for all stations in the network.
- c) Provides maintenance services for hydrological equipment and instruments.
- d) Serves as hydrological stores manager, in order to facilitate the supply and distribution of hydrological equipment to all stations.
- e) Monitors the use and maintenance of hydrological equipment, materials and consumables.
- f) Assists in the procurement of meteorological equipment, materials and consumables, by providing advice in order to facilitate availability.

## **JOB DESCRIPTION**

**JOB TITLE:** Scientific Officer

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Water Quality Control

**GRADE:** 8

**REPORTS TO:** Principal Scientific Officer

**RESPONSIBLE FOR:** None

**PURPOSE:** To monitor water quality

**QUALIFICATIONS:** Bachelor's degree in Laboratory Sciences, Biology, Chemistry or related fields

**EXPERIENCE:** 2 years of satisfactory work experience

**SKILLS:**

- Research
- Laboratory sciences
- Micro-biology and chemistry
- Water quality management
- Report writing
- In-depth knowledge of IT
- Excellent communication skills

**RESPONSIBILITIES:**

**R1: Responsible for water quality assessment and control**

## **DUTIES:**

### **R1: Responsible for water quality assessment and control**

- a) Monitors water quality in the country to ensure water facilities are within World Health Organization's (WHO) standards.
- b) Participates in the identification of main water source points for the collection of samples for analysis.
- c) Participates in the conduct of field visits in order to collect water samples for quality assessment.
- d) Supervises the conduct of chemical and microbiological laboratory tests.
- e) Supervises the conduct of laboratory water quality analysis to identify specific pollutants and their sources ,to assess its threat to public health, and suitability for agriculture and aquatic life.
- f) Prepares reports of water quality analysis in order to communicate results and facilitate corrective actions where necessary.
- g) Sensitizes communities on safe practices for preserving water quality.
- h) Assists in the day-to-day administration of the unit.



## **JOB DESCRIPTION**

**JOB TITLE:** Computer Programmer

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Communication and Data Analysis

**GRADE:** 8

**REPORTS TO:** Principal Computer Operator

**RESPONSIBLE FOR:** Instrument Technicians

**PURPOSE:** To assist in ensuring all equipment are fully operational to facilitate service delivery

**QUALIFICATIONS:** Bachelor's degree in Electronics Engineering, IT or any related field

**EXPERIENCE:** 4 years of satisfactory work experience

**SKILLS:**

- ICT - Hardware and software maintenance
- Electronic repair and maintenance
- In-depth knowledge of Hydro-Meteorology

**RESPONSIBILITIES:**

**R1: Responsible for the day-to-day monitoring of all hydro-met equipment**

**DUTIES:**

**R1: Responsible for day to day monitoring of all hydro-met equipment**

- a) Carries out computer installation for new computers to ensure they are operational.
- b) Carries out the upgrading of computer software in order to replace outdated operating systems.

- c) Participates in monthly field visits to all automatic meteorological stations in order to download automatically recorded meteorological observations.
- d) Provides hardware and software technical support to the meteorological satellite system in order to facilitate satellite weather observations.
- e) Carries out field visits to all meteorological and hydrological data collection stations in order to conduct technical assessments of equipment.
- f) Supervises the central forecast media recording studio for the production of daily weather video reports for broadcast with GRTS.
- g) Carries out repairs of IT and other office equipment.

## **JOB DESCRIPTION**

**JOB TITLE:** Meteorological Superintendent

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Meteorology

**GRADE:** 8

**REPORTS TO:** Meteorologist

**RESPONSIBLE FOR:** Senior Meteorological Assistants, Meteorological Assistants and Meteorological Trainees

**PURPOSE:** To coordinate the day-to-day operations of the Meteorological Observatory Station

**QUALIFICATIONS:** Meteorological Technician Class III Certificate

**EXPERIENCE:** 3 years of satisfactory work experience

**SKILLS:**

- Meteorology
- In-depth knowledge of mathematics/statistics
- Basic instrument handling and maintenance
- In-depth knowledge of IT
- Report Writing
- Records Management
- Excellent communication skills
- Basic instrument handling and maintenance

**RESPONSIBILITIES:**

**R1: Responsible for the day-to-day operations of the Central Forecast Office and Meteorological Observation Stations**

## **DUTIES:**

### **R1: Responsible for the day-to-day operations of the Central Forecast Office and Meteorological Observation Stations/Regional Stations**

- a) Serves as Officer-in-Charge and provides general administration to ensure the availability and timely transmission of weather data to facilitate weather forecasts and submissions to the WMO regional hub.
- b) Prepares synoptic charts and climatological summaries for the station.
- c) Prepares monthly duty rosters of the station, in order to ensure that the observatory station is operational 24 hours a day and work is carried out effectively and efficiently.
- d) Conducts daily or monthly inspection of equipment in order to ensure they are fully operational.
- e) Supervises the preparation of monthly observations and reports.
- f) Prepares requisition of supplies in order to ensure availability of equipment, consumables and stationery for the operation of the station.
- g) Participates in the calibration of equipment for all stations in the country.
- h) Conducts pre-training sessions for Meteorological Trainees on exposure to basic meteorology skills.

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Hydrological Assistant

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Hydrology

**GRADE:** 7

**REPORTS TO:** Hydrological Superintendent

**RESPONSIBLE FOR:** None

**PURPOSE:** To assist in ensuring the collection of accurate hydrological data

**QUALIFICATIONS:** Class III Certificate

**EXPERIENCE:** 2 years of satisfactory work experience

**SKILLS:**

- Hydrological data collection
- Data Entry
- Data Analysis
- IT
- Basic engineering

**RESPONSIBILITIES:**

**R1: Responsible for basic maintenance and servicing of Hydrological equipment**

**R2: Responsible for providing support to the day-to-day operations of Hydrological Stations**

**DUTIES:**

**R1: Responsible for basic maintenance and servicing of Hydrological equipment**

- a) Carries out installation of hydrological instruments to identified ground and surface water monitoring points, in order to facilitate collection of relevant hydrological data.
- b) Carries out maintenance of defective equipment.
- c) Assists in monitoring and evaluation by participating in inspection visits to network stations.

**R2: Responsible for providing support to the day-to-day operations of Hydrological Stations**

- a) Carries out field measurements and associated computations.
- b) Assists in carrying out data quality control and archiving.
- c) Assists in the conduct of preliminary data analysis.
- d) Inducts new staff on hydrological procedures and methods.
- e) Represents the division at local and international meetings.

## **JOB DESCRIPTION**

**JOB TITLE:** Technical Officer

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Rural Water Supply

**GRADE:** 7

**REPORTS TO:** Principal Hydrogeologist

**RESPONSIBLE FOR:** None

**PURPOSE:** To provide civil engineering and construction services in the establishment of water supply systems to rural communities

**QUALIFICATIONS:** Certificate in Construction, Engineering or related fields

**EXPERIENCE:** 2 years of satisfactory work experience

**SKILLS:**

- Basic engineering skills
- Architectural
- CAD
- Site survey
- In-depth knowledge of IT

**RESPONSIBILITIES:**

**R1: Responsible for providing engineering services to rural communities in the construction of water systems**

**DUTIES:**

**R1: Responsible for providing engineering services to rural communities in the construction of water systems**

- a) Carries out technical drawing of designs for water supply construction sites.

- b) Participates in the conduct of site surveys in order to determine appropriate sites for the construction of wells.
- c) Participates in the review of construction materials provided by contractors in order to determine appropriateness.
- d) Supervises the construction of wells in order to ensure compliance with requirements.
- e) Supervises the renovation of water facilities.



## **JOB DESCRIPTION**

**JOB TITLE:** Senior Meteorological Assistant

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Meteorology

**GRADE:** 7

**REPORTS TO:** Meteorological Superintendent

**RESPONSIBLE FOR:** Meteorological Assistant

**PURPOSE:** To assist in the day-to-day operations of the observatory

**QUALIFICATIONS:** WMO Class III Certificate

**EXPERIENCE:** 2 years of satisfactory work experience

**SKILLS:**

- Statistics
- In-depth knowledge of IT
- Data entry
- Records management
- Report writing skills
- Excellent communication skills

**RESPONSIBILITIES:**

**R1: Responsible for providing support to the day-to-day operations of the Central Forecast Office, Meteorological Observation Stations and other stations**

**DUTIES**

**R1: Responsible for providing support to the day-to-day operations of the Central Forecast Office, Meteorological Observation Station and other stations**

- a) Collects, examines and processes climatological data in order to provide climatic information to users.

- b) Conducts verification of meteorological observations recorded in order to ensure data accuracy.
- c) Assists in coordinating and supervising the day-to-day operations in the station.
- d) Assists in carrying out routine inspection of meteorological instruments in the observatory, to ensure that they are fully operational
- e) Supervises the proper use of equipment, recording and transmission of data.
- f) Prepares climatological summaries for the station.

## **JOB DESCRIPTION**

**JOB TITLE:** Hydrological Assistant

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Hydrology/Water Quality

**GRADE:** 6

**REPORTS TO:** Principal Scientific Officer

**RESPONSIBLE FOR:** Field Assistant

**PURPOSE:** To assist in ensuring the high quality of water

**QUALIFICATIONS:** Hydro-met Class IV Certificate

**EXPERIENCE:** 2 years of satisfactory work experience

**SKILLS:**

- Water quality management
- In-depth knowledge of chemistry
- Laboratory
- In-depth knowledge of IT
- Report writing

**RESPONSIBILITIES:**

**R1: Responsible for monitoring the quality of water**

**R2: Responsible for providing day-to-day support to the operations of the water quality lab**

**DUTIES:**

**R1: Responsible for monitoring the quality of water**

- a) Collects water samples for Analysis.
- b) Calibrates water testing equipment to prepare for water testing.
- c) Carries out analysis in order to determine quality of water.

- d) Carries out data entry in order to update database.
- e) Carries out disinfections of contaminated wells and boreholes.

**R2: Responsible for providing day to day support to the operations of the water quality lab**

- a) Carries out stock checking in order to ensure the availability of chemicals and reagents to conduct water quality analysis.
- b) Carries out routine maintenance of equipment.
- c) Verifies water samples and results.
- d) Prepares water sample test reports to outline the state of water and facilitate corrective actions (if necessary).

## **JOB DESCRIPTION**

**JOB TITLE:** Data Analyst

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Communication and Data Analysis

**GRADE:** 6

**REPORTS TO:** Principal Computer Operator

**RESPONSIBLE FOR:** None

**PURPOSE:** To assist in the entry, procession and analysis of climatic data

**QUALIFICATIONS:** Certificate in IT and WMO Class IV Certificate

**EXPERIENCE:** 1 year of satisfactory work experience

**SKILLS:**

- Hydro-met
- Data entry and Analysis
- Spreadsheets
- Web management/administration

**RESPONSIBILITIES:**

**R1: Responsible for providing climate data management support**

**DUTIES:**

**R1: Responsible for providing climate data management support**

- a) Supervises entry of climatic data generated from meteorological stations in order to ensure accuracy.
- b) Carries out chronological classification of meteorological data in order to facilitate conduct of time series analysis.
- c) Provides data entry, retrieval and spreadsheet advice and support to all units.

- d) Creates and updates meta data bank in order to provide summary information about meteorological data.
- e) Serves as web administrator for the department's website in order to facilitate public access to information.

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Motivator

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Rural Water Supply

**GRADE:** 6

**REPORTS TO:** Principal Hydrogeologist

**RESPONSIBLE FOR:** Motivator

**PURPOSE:** To provide hydrological technical support to rural communities in order to sustainably manage rural water supply systems

**QUALIFICATIONS:** Diploma in Water Resource Management or related fields

**EXPERIENCE:** 2 years of satisfactory work experience

**SKILLS:**

- Community/Rural Development
- Basic civil engineering
- Water systems operations and maintenance
- Excellent communication skills
- Dispute/conflict resolution
- Negotiation
- In-depth knowledge of IT

**RESPONSIBILITIES:**

**R1: Responsible for serving as regional water focal point to provide technical support to rural communities**

**R2: Responsible for providing mediation and conflict resolution support**

## **DUTIES:**

### **R1: Responsible for serving as regional water focal point to provide technical support to rural communities**

- a) Assists communities in the formation of village water and sanitation committees for the sustainable management of water systems.
- b) Conducts trainings for water committee members in order to facilitate successful execution of functions.
- c) Coordinates the mobilization of manpower, when required, by communities to contribute towards the implementation of projects.
- d) Collects water consumption data and prepares monthly reports in order to facilitate monitoring of water system maintenance contracts.
- e) Provides quarterly reports to TAC and WATSAN on the operations and maintenance of rural water supply systems.
- f) Supervises the digging of wells, laying of water pipes and installation of hand pumps.
- g) Assists communities in the maintenance and repair of water pumps, by providing guidance on engagements with district-area mechanics, in order to ensure fair prices for spare parts.
- h) Monitors installed regional water systems, in order to report and update on their usage and operations.

### **R2: Responsible for providing mediation and conflict resolution support**

- a) Assists in arbitrating minor disputes between communities and contractors contracted by communities to provide maintenance to solar systems powering rural water facilities.
- b) Conducts negotiations/mediations between communities sharing clustered water facilities, in order to settle disputes and ensure smooth and sustainable management of shared water systems.



## **JOB DESCRIPTION**

**JOB TITLE:** Instrument Technician

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Communication and Data Analysis

**GRADE:** 6

**REPORTS TO:** Computer Programmer

**RESPONSIBLE FOR:** None

**PURPOSE:** To provide day-to-day technical support in the use and maintenance of equipment

**QUALIFICATIONS:** Diploma in ICT, Electronics Engineering or related fields

**EXPERIENCE:** 2 years of satisfactory work experience

**SKILLS:**

- Hardware and software maintenance
- Electronic repair and maintenance
- In-depth knowledge of Hydro-Meteorology

**RESPONSIBILITIES:**

**R1: Responsible for providing day-to-day technical support**

**DUTIES:**

**R1: Responsible for providing day-to-day technical support**

- a) Conducts routine checks and maintenance of meteorological and IT equipment to ensure they are fully operational.
- b) Carries out audio-visual recording of daily weather forecast in order to assist Weather Forecasters conduct media presentation of the weather forecast.
- c) Participates in field visits to all meteorological and hydrological data collection stations in order to conduct technical assessment of equipment.

- d) Assists in providing technical hardware and software technical support to the meteorological satellite system in order to facilitate satellite weather observations.
- e) Carries out repairs of faulty ICT and meteorological equipment.
- f) Monitors automatic meteorological stations to facilitate transmission of observations.

## **JOB DESCRIPTION**

**JOB TITLE:** Meteorological Assistant

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Meteorology

**GRADE:** 6

**REPORTS TO:** Senior Meteorological Superintendent

**RESPONSIBLE FOR:** Junior Meteorological Assistant

**PURPOSE:** To conduct meteorological observations in order to provide meteorological data

**QUALIFICATIONS:** Credit in science (WASSCE/IGCSE) or Hydro-met Class IV Certificate

**EXPERIENCE:** 2 years of satisfactory work experience

**SKILLS:**

- Statistics
- In-depth knowledge of IT
- Data entry
- Records management
- Report writing
- Excellent communication skills

**RESPONSIBILITIES:**

**R1: Responsible for providing synoptic and upper air meteorological observations**

**DUTIES:**

**R1: Responsible for providing synoptic and upper air meteorological observations**

- a) Conducts weather observations in order to collect weather data.
- b) Conducts sliding (electronically/manually) in order to process the collected weather data.

- c) Records observed and processed weather data for record keeping, data retrieval and analysis.
- d) Communicates/transmits synoptic weather updates (every 3 hours) to the Central Forecast Office in order to facilitate daily weather forecasting.
- e) Collects and transmits weather reports from other stations to scrutinize and compile climatological records.
- f) Collates monthly weather readings per element, to determine maximum and mean readings for the month, in order to facilitate transmissions to the climate unit for inputting into the database.
- g) Processes requests for weather information from the general public or any other interested person(s).
- h) Prepares synoptic weather bulletins and aeronautical reports for international exchange.
- i) Compiles simple statistical parameters of climatological elements and monthly climatological returns on standard meteorological forms.
- j) Undertakes daily routine maintenance of instruments and equipment.
- k) Assists in the day-to-day administration of meteorological stations.

## **JOB DESCRIPTION**

**JOB TITLE:** Junior Hydrological Assistant

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Hydrology

**GRADE:** 5

**REPORTS TO:** Hydrological Superintendent

**RESPONSIBLE FOR:** None

**PURPOSE:** To collect accurate hydrological data

**QUALIFICATIONS:** WMO Class IV Certificate

**EXPERIENCE:** 1 year of satisfactory work experience

**SKILLS:**

- In-depth knowledge of Hydrology
- Data collection
- Data analysis
- In-depth knowledge of IT
- Basic engineering

**RESPONSIBILITIES:**

**R1: Responsible for the availability of hydrological data**

**DUTIES:**

**R1: Responsible for the availability of hydrological data**

- a) Participates in the conduct of field visits to all ground and surface water monitoring stations in order to collect hydrological observation data.
- b) Carries out data entry into hydrological software applications and carries out analysis in order to facilitate understanding and use by requesting stakeholders.

- c) Carries out installation of hydrological instruments to identified ground and surface water monitoring points in order to collect relevant hydrological data.
- d) Participates in inspection visits to all water monitoring stations in order to conduct servicing and basic repair of hydrological instruments.
- e) Monitors recorder stations and staff gauge installations.

## **JOB DESCRIPTION**

**JOB TITLE:** Junior Meteorological Assistant

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Meteorology

**GRADE:** 5

**REPORTS TO:** Meteorological Assistant

**RESPONSIBLE FOR:** None

**PURPOSE:** To conduct meteorological observations in order to provide meteorological data

**QUALIFICATIONS:** Credit in Science (WASSCE/IGCSE) or Hydro-met Certificate Class IV

**EXPERIENCE:** 2 years of satisfactory work experience

### **SKILLS:**

- Statistics
- IT
- Data entry
- Records management
- Report writing
- Communication

### **RESPONSIBILITIES:**

**R1: Responsible for providing synoptic and upper air meteorological observations**

### **DUTIES:**

**R1: Responsible for providing synoptic and upper air meteorological observations**

- a) Conducts weather observations in order to collect weather data.
- b) Conducts sliding (electronically/manually) in order to process the collected weather data.

- c) Records observed and processed weather data for record keeping and data retrieval and analysis.
- d) Communicates/transmits synoptic weather updates (every 3 hours) to the Central Forecast Office in order to facilitate daily weather forecasting.
- e) Collates monthly weather readings per element to determine the maximum and mean readings for the month in order to facilitate transmissions to the climate unit for inputting into the database.
- f) Processes requests for weather information from the general public or any other interested person(s).
- g) Prepares synoptic weather bulletins and aeronautical reports for international exchange.
- h) Compiles simple statistical parameters of climatological elements and monthly climatological returns on standard meteorological forms.



## **JOB DESCRIPTION**

**JOB TITLE:** Meteorological Trainee

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Meteorology

**GRADE:** 4

**REPORTS TO:** Meteorological Assistant

**RESPONSIBLE FOR:** None

**PURPOSE:** To conduct meteorological observations in order to provide meteorological data

**QUALIFICATIONS:** Credit in science (WASSCE/IGCSE)

**EXPERIENCE:** 1 year of satisfactory work experience

**SKILLS:**

- Statistics
- In-depth knowledge of IT
- Data entry
- Records management
- Report writing
- Excellent communication skills

**RESPONSIBILITIES:**

**R1: Responsible for providing meteorological data**

**DUTIES:**

**R1: Responsible for providing meteorological data**

- a) Assists in conducting weather observations in order to collect weather data.
- b) Records weather observations with codes and in compliance with WMO standards.

- c) Transmits observations to the Central Forecast Office in order to facilitate weather forecasting.
- d) Carries out plotting of surface and upper air charts.
- e) Participates in the conduct of field work exercises.
- f) Processes requests for weather information from the general public or any other interested person(s).

## **JOB DESCRIPTION**

**JOB TITLE:** Hydrological Trainee

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Hydrology

**GRADE:** 4

**REPORTS TO:** Hydrological Superintendent

**RESPONSIBLE FOR:** None

**PURPOSE:** To collect accurate hydrological data

**QUALIFICATIONS:** Credit in Science (WASSCE)

**EXPERIENCE:** 1 year of satisfactory work experience

**SKILLS:**

- Knowledge of Hydrology
- Data collection
- Data analysis
- In-depth of knowledge IT
- Basic engineering

**RESPONSIBILITIES:**

**R1: Responsible for providing basic hydrological support**

**DUTIES:**

**R1: Responsible for providing basic hydrological support**

- a) Participates in the conduct of field visits to all ground and surface water monitoring stations in order to collect hydrological observation data.
- b) Carries out data entry into hydrological software applications and carries out analysis in order to facilitate understanding and usage by requesting stakeholders.

- c) Carries out installation of hydrological instruments to identified ground and surface water monitoring points in order to collect relevant hydrological data.
- d) Participates in inspection visits to all water monitoring stations in order to conduct servicing and basic repair of hydrological instruments.
- e) Assists in the monitoring of recorder stations and staff gauge installations.

## **JOB DESCRIPTION**

**JOB TITLE:** Motivator

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Rural Water Supply

**GRADE:** 4

**REPORTS TO:** Works Superintendent

**RESPONSIBLE FOR:** Motivator

**PURPOSE:** To provide hydrological technical support to rural communities in order to sustainably manage rural water supply systems

**QUALIFICATIONS:** Hydro-met Certificate Class IV

**EXPERIENCE:** 2 years of satisfactory work experience

**SKILLS:**

- Community/Rural Development
- Basic civil engineering
- Water system operations and maintenance
- Excellent communication skills
- Dispute/conflict resolution
- Negotiation skills
- Knowledge of IT

**RESPONSIBILITIES:**

**R1: Responsible for serving as the regional water focal point to provide technical support to rural communities**

**R2: Responsible for providing mediation and conflict resolution support**

## **DUTIES:**

### **R1: Responsible for serving as the regional water focal point to provide technical support to rural communities**

- a) Assists communities in the formation of village water and sanitation committees for the sustainable management of water systems.
- b) Conducts trainings for committee members in order to facilitate successful execution of functions.
- c) Participates in the mobilization of manpower from communities to provide support whenever the project requires it, to facilitate the completion of activities.
- d) Collects water consumption data and prepares monthly reports in order to facilitate monitoring of water system maintenance contracts.
- e) Provides support in providing quarterly reports to TAC, WATSAN on the operations and maintenance of rural water supply systems.
- f) Assists in supervising the digging of wells, laying of water pipes and installation of hand pumps.
- g) Assists communities in the maintenance and repairs of water pumps by providing guidance on engagements with District Area Mechanics, in order to ensure fair prices for spare parts.
- h) Monitors installed regional water systems in order to report and update on their usage and operations.
- i) Liaises with regional health officers in order to facilitate sensitizations of water systems, water hygiene and sanitation.

### **R2: Responsible for providing mediation and conflict resolution support**

- a) Assists in arbitrating minor disputes between communities and contractors contracted by communities to provide maintenance to solar systems powering rural water facilities.
- b) Conducts negotiations/mediations between communities sharing clustered water facilities, in order to settle disputes and ensure smooth and sustainable management systems.

## **JOB DESCRIPTION**

**JOB TITLE:** Field Assistant

**MINISTRY:** Fisheries and Water Resources

**DEPARTMENT:** Water Resources

**DIVISION/UNIT:** Water Quality Control

**GRADE:** 2

**REPORTS TO:** Principal Scientific Officer

**RESPONSIBLE FOR:** None

**PURPOSE:** To facilitate water quality monitoring

**QUALIFICATIONS:** Credit in Science (WASSCE)

**EXPERIENCE:** None

**SKILLS:**

- Knowledge of basic lab sciences
- Knowledge of basic data collection
- Knowledge of basic water quality management
- Knowledge of basic IT
- Record keeping

**RESPONSIBILITIES:**

**R1: Responsible for water sample collection**

**DUTIES:**

**R1: Responsible for water sample collection**

- a) Conducts sterilization of water sample collection bottles in order to prevent contamination.
- b) Calibrates meters used in the collection of water samples.

- c) Collects water samples from designated water sources throughout the country in order to facilitate analysis.
- d) Participates in chlorination exercises in order to eliminate micro-organisms in water sources.
- e) Participates in the disinfection of water sources (e.g. boreholes and wells).