

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Environmental Affairs and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organisation (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart region, sustainable development and economic growth. The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

Senior Forecaster

Salary Level 10

(Ref. WS01/082018)

Centre: Durban Weather Office



Key performance areas:

Meteorological Observation:

- Ensure that aeronautical meteorological observations are carried out in line with the international and national requirements by amongst others monitoring their quality, availability and provision of trend forecasts

Forecasting and Warning Services:

- Supervise, generate and quality control national and regional aeronautical forecasts according to pre-determined time scales.
- Supervise, generate and quality control Aviation client specific products and services commercial and general aviation.
- Assist with the preparation of weather reports in respect of aircraft accident and incident investigation queries from South African Civil Aviation Authority (SACAA).
- Communicate aeronautical meteorological forecasts and services to relevant clients.

Internal and External Customer Relations:

**Certified for
Excellence**

Board Members: Ms Ntsoaki Mngomezulu (Chairperson), Vacant (Deputy Chairperson), Mr Rowan Nicholls, Prof Elizabeth Mokotong, Mr David Lefutso, Ms Sally Mudly-Padayachie, Adv Derick Block, Ms Nandipha Madiba, Ms Judy Beaumont (DEA Rep), Mr Jerry Lengoasa (CEO), Adv Portia Matsane (Company Secretary)

- Liaise with clients
- Represent SAWS at Stakeholder meetings
- Promote the awareness of SAWS products and services to all stakeholders

Finance and General Administration:

- Assist in annual financial planning activities including budgeting and expenditure control.
- Assist in the control of acquired stock levels required for operational activities.
- Assist in the effective use of assets and key infrastructure.
- Perform routine office administration practices including lodging claims, leave processing, overtime, transport admiration, periodic reporting, administration of registers etc.

Training, Development and Knowledge Management

- Assist in all training activities related to aeronautical meteorology within the organization.
- Provide mentorship and training to aviation forecasters.

Total Quality Management

- Develop and review aeronautical meteorological processes and procedures.
- Apply prevention and corrective action procedures on all findings related to aeronautical meteorological products and services.
- Promote a quality culture amongst the staff within the organization.
- Promote the SAWS Quality Policy and intergrade it into the day-to-day activities of the office.
- Provide assistance during audits of the Regional Offices and sub-regional offices as required.
- Perform regular inspections to ensure all work done is according to documented requirements.
- Ensure that the work environment complies with legislative requirements relations to OHS.

Minimum Requirements and Attributes:

- BSc Meteorology with Honours or equivalent.
- 5 years Meteorological experience. If no suitable candidate with 5 years' experience, 3 years' experience may be considered at the discretion of Head of the Department.

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- ICAO AMF competency certificate.
- WMO Standards.
- Clear understanding of SAWS policies.
- Ability to analyse and interpret weather charts, weather observations (surface and upper air) weather codes, satellite imagery and radar imagery.
- Basic understanding of Public Finance and Management Act.
- Willingness to work shifts, weekends and public holidays.
- Excellent corporate communications skills (written and verbal).
- Computer Skills (Ms Word, Excel, PowerPoint).
- Be able to respond well to pressure.
- Own reliable transport.
- Valid EB or Code 8 Drivers License is essential.

Please Note:

Enquiries for the above-mentioned positions must be directed to: Mr. Denny Maluleke, at Tel. (012) 367 6091

Complete the E1 form (can be downloaded on www.weathersa.co.za) and forward your application (Comprehensive CV with copies of qualifications) stating the name of the position & the reference number to recruitment1@weathersa.co.za. No faxed or posted applications will be accepted.

A SAQA evaluation report must accompany foreign qualifications. Incomplete applications will not be considered.

Closing Date: 10 August 2018

Preference will be given to **People living with disabilities and women** in line with SAWS EE targets Correspondence will be limited to short listed candidates only.



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Candidates who have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The organisation reserves the right not to fill this position. South African Weather Service is an equal opportunity employer.

Record Reference	HCM-ADVERT-(Ref. WS01/082018)
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