

ADVERTISEMENT OF VACANT POSTS


Rwanda Meteorology Agency (Meteo Rwanda) is a government institution affiliated to the Ministry of Natural Resources, with mandate of providing accurate, timely weather and climate information and products for the general welfare of the people. The Agency is governed by the law No 54 bis/2011 of 14/12/2011 which establishes and determines the Mission, Organizational Structure and its functions. Accordingly, Rwanda Meteorology Agency wants to recruit 32 staffs as follows:

Job title	Job description	Qualification
Senior Forecaster (3)	Duties and Responsibilities : <ul style="list-style-type: none"> ➤ Provide guidance in professionalism to generate weather forecasts specific to different operational demands; ➤ Guide weather forecasters in interpretation of weather and climate models outsources from regional and global centers; ➤ Supervision of the Forecasting Officers on shift to ensure delivery of services and adherence to specified Processes, particularly in support of Early Warning Services; ➤ Conduct investigations into exceptional weather events, as and when necessary to improve future forecasting performance. 	Masters in meteorology with 1 year experience in a forecasting Centre OR A0 in atmospheric sciences, with continuing professional development in meteorology especially in relevant forecasting skills; with minimum of five (5) years working experience as a forecaster in an operational meteorological Centre,
		Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> -Technical and scientific competence in the field of weather prediction and applications; -High capacity for analytical skills including statistical, dynamical and modeling techniques, -A demonstrated ability to lead a team -fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage



<p>Senior Meteorological Application (1)</p>	<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> ➤ Supervise and coordinate climate research and mainstreaming; ➤ lead and direct on research and development projects in Meteo Rwanda, and participation in relevant scientific fora, programs and projects; ➤ Advise the Agency on developments and issues in meteorology and related sciences; ➤ Ensure that weather, water and climate applications and services are delivered according to the standard operating procedures and that innovations are developed and supported financially; ➤ Advise on or lead in reporting on the causes and impacts of extreme weather events, including lessons learnt and implications for the Agency. 	<p>Master's degree or equivalent in climatology, meteorology, hydrology, environmental management, agro meteorology, development studies with 1 year of working experience</p> <p>OR</p> <p>A0 in Climatology, Meteorology, Environmental management, water resources, agro meteorology with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Advanced scientific skills in meteorological applications, - Able to providing scientific leadership to the whole Agency. - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage
<p>Meteorological Application Officer(5)</p>	<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> ➤ Provide specialist expertise in the fields of Aviation, Agro-Meteorology, Climate and Hydrology. ➤ Deliver services for specialized applications and uses, according to the Standard Operating Procedures for each product or service, whether routine or on-demand; ➤ Develop and implement services for uses, including liaison with the Division Manager for hybrid services; ➤ provide explanations to the public or other interested groups(s) about the science and applications of weather, water and climate; ➤ Track and advise on climate change mainstreaming into national policy programs; ➤ Participate in appropriate WMO, regional and national forums, programs and projects ; ➤ Administer the WMO Competency Assessment Toolkit for Aviation forecasters and Aviation Observers. 	<p>Bachelor's degree in meteorology, climate sciences, agro meteorology, Physics, Mathematics and chemistry</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Specialization in one or more areas of meteorology, climate science, agro-met or hydrology; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage



<p>Observation supervisor (13)</p>	<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> ➤ Ensure recording and transmission of observations data according to Standard Operating Procedures; ➤ Where appropriate, issue information obtained from the Weather Forecasting Offices or the Met Applications Section to specified users within the local area; ➤ Develop and maintain good relationships with users of services based in the area, and report requirements for new or changed services to the to the immediate supervisor; ➤ Supervision of Observations Assistants; ➤ Supervise trainees (Observations Assistants) on duty at their respective stations for certification; ➤ Ensure the Standard Operating Procedures are maintained and implemented by subordinates; ➤ update metadata report and any changes in station metadata in line with guidance manual ➤ Inspect observation stations manned by volunteer observers and any cooperate observer and report metadata to the Data Processing Officer. ➤ Undertake outreach activities with schools and other groups within the area, especially to raise awareness of Early Warning Services and climate change impacts; ➤ Care and routine maintenance of meteorological instruments and equipment at the station; ➤ Use, protect, maintain and safeguard all Agency or State property under his/her control appropriately; 	<p>A0 in Meteorology OR A1 in Meteorology , Physics, Mathematics, Statistics , Geography or any other related fields</p> <p>Key Technical Skills & Knowledge required:</p> <p>knowledge of science and working of meteorological instruments, professional consciousness in data observations, quality control and management of weather and climate observations, - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p> 
<p>Observation Officer (3)</p>	<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> ➤ Recording and transmission of observations data according to Standard Operating Procedures; ➤ maintain good relationships with users and cooperate observers based in the area, and report requirements for new or changed services to the immediate supervisor; ➤ Report any changes in station metadata to the supervisor 	<p>A1 in Meteorology, Physics, Mathematics, Statistics, Geography or any other related fields</p> <p>Key Technical Skills & Knowledge required:</p> <p>-Ability to carry-out weather observations, Capable of maintaining instruments in good environmental</p>

	<ul style="list-style-type: none"> ➤ Ensure care and routine maintenance of meteorological instruments and equipment at station; 	<p>working conditions.</p> <ul style="list-style-type: none"> - Knowledge to Maintain professional data observation, recording, transmission and management; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage
Observation Processing Officer (1)	<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> ➤ Operate, maintain and protect the Climate Data Management System according to Standard Operating Procedures, and archive the observational data and metadata records according to professional standards; ➤ Operate collection, storage and dissemination of station and discovery Metadata; ➤ Inform and consult with the Head of division on requests for data; ➤ Fulfill internal and external data requisitions; ➤ Use other software to add value to the climate data under the direction of the Director and relevant Met Applications Officers. Duties and Responsibilities: ➤ Operate, maintain and protect the Climate Data Management System according to Standard Operating Procedures, and archive the observational data and metadata records according to professional standards; ➤ Operate collection, storage and dissemination of station and discovery Metadata; ➤ Inform and consult with the Head of division on requests for data; ➤ Fulfill internal and external data requisitions; ➤ Use other software to add value to the climate data under the direction of the Director and relevant Met Applications Officers. 	<p>A0 in Science, Mathematics, Statistics, Physical Science</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in weather observations, - Knowledge in maintaining instruments in good environmental working conditions. - Knowledge in data observation, recording, transmission and management - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage
Systems Administrator (1)	<ul style="list-style-type: none"> ➤ Install and configure server operating systems; ➤ Create user domain and set up user accounts, permissions and passwords; ➤ Evaluate, test, and deploy all software and hardware upgrades to the server infrastructure; ➤ Administer and maintain computer networks and related computing environments, including computer hardware, systems software, applications software, and all configurations; 	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT related field</p> <p>OR</p> <p>A1 in IT related field with 2 years' experience in System Administration.</p>



	<ul style="list-style-type: none"> ➤ Perform a wide range of system administration duties on MIS database, application, and other servers including install, debug, maintain, upgrade, and general support; ➤ Operate master consoles in order to monitor the performance of computer systems and networks, and to coordinate computer network access and use; ➤ Gather data pertaining to customer needs and use the information to identify, predict, interpret, and evaluate system and network requirements; ➤ Maintain logs related to servers as well as maintenance and repair records; ➤ Perform data backups and disaster recovery operations; ➤ Coordinate with vendors and with company personnel in order to facilitate purchases. ➤ Design, deploy, monitor and troubleshoot local area networks using a variety of network equipment, software and protocols; ➤ Monitor network traffic to identify problems and make capacity planning recommendations with the help of the Network Management System and monitoring tools; ➤ Troubleshoot problems with network and security infrastructure, including routers, switches, firewalls, VPN, proxy servers and make corrective actions when necessary; ➤ Prepare and regularly update network documentation and records including network maps, IPAM, authentication and security information and Layer 2 / 3 outlines and design information; ➤ Develop and document system standards for computer and network devices. 	<p>Certified in A+, N+, Linux+ and MCITP or MCSA, MCSA is required; certification in CCNA and Server is an added advantage.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of structured systems analysis methodologies; - Ability to solve technical problems; - Knowledge of modern maintenance techniques; - Good interpersonal skills- Excellent analytical skills; - Good communication skills. - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage
Network Engineer (1)	<p>Duties and responsibilities:</p> <ul style="list-style-type: none"> ➤ Deliver technical observations on how to develop the institution network; ➤ Develop specifications to install network; ➤ Evaluate work programs for network installation; ➤ Monitor, Maintain and ensure technical safety for the institution Network ➤ Initiate varied programs of electronic data transmission (Internet and Intranet); 	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT related field</p> <p>OR</p> <p>A1 in IT related field with 5 years of working experience in System Administration. Certified in A+, N+, Linux+ and MCITP or MCSA, MCSA is</p>



	<ul style="list-style-type: none"> ➤ Identify training needs for staff network-users, design training modules and organize trainings of staff on computer network use; ➤ Evaluate the impact of trainings delivered on smooth running of activities; ➤ Improve the network functionality: Put in place and control operational standards and computer network security and its safety measures 	<p>required; certification in CCNA and Server is an added advantage.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -significant electrical engineering experience; - Experience of managing technical environment of the network; - Ability to solve technical problems; - Good interpersonal skills; - Knowledge of modern maintenance techniques; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage
<p>Instruments Maintenance & Calibrations Officer (1)</p>	<ul style="list-style-type: none"> ➤ Install, maintain and replace observing instruments and systems as necessary; ➤ Arrange replacement of instrument sensors when calibration is due or problems are reported by the QC Officer or observers; ➤ Ensure calibration of instrument sensor when required according to best practice and available calibration systems; ➤ Ensure that instructions for use and routine maintenance of instruments are included in the ISO9001 QMS documentation and available to staff; ➤ Advise cooperating authorities on required maintenance and calibration; ➤ Record location and status of all instrument sensors, including in the stores database 	<p>A0 in Physics, Electronics, Mechanics</p> <p>OR</p> <p>A1 in Physics, Electronics, Mechanics with 2 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in meteorological instrument maintenance and calibration - Knowledge in weather parameter observation would be an advantage; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage
<p>Mechanical Technician (1)</p>	<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> ➤ Maintain mechanical equipment of the Agency, for measurement, recording and processing of meteorological data; ➤ Undertakes or assists in the installation of new equipment and systems; ➤ Ensure Mechanical and physical safety of all systems and facilities of Rwanda Meteorology Agency; 	<p>A1 in Electromechanical</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of mechanical/electronic equipment and instruments used in meteorological applications will be an advantage.

	<ul style="list-style-type: none"> ➤ Obtain (manufacture if necessary) and install Mechanical parts required for systems of Rwanda Meteorology Agency; ➤ Advise on the physical and mechanical aspects of new equipment and systems. ➤ Remove any obsolete equipment and dispose of it safely. 	<ul style="list-style-type: none"> - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage
Senior Radar and Remote Sensing Engineer (1)	<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> ➤ Coordinate the installation, maintenance and operation of radar(s) operating in Rwanda Meteorology Agency; ➤ Ensure the security and safety of the radar and associated equipment, systems and software; ➤ Develop, implement and maintain Operating Procedures for the radar and associated systems under ISO9001; ➤ Monitor and record operational performance of the radar including fault logging and time to fix. 	<p>Master's degree in GIS and Remote Sensing System or Computer Science, Computer Engineering, Information & Communication Technology</p> <p>OR</p> <p>A0 in GIS and Remote Sensing System with 4 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Managerial skills in Radar system or a similar major installation. - Communications and radar technology skills - Ability to lead and inspire a team.- - Strong commitment to Customer Service - IT skills- Ability to lead and inspire a team. - Strong commitment to Customer Service. - IT skills
Electrical Engineer (1)	<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> ➤ Design, implement, maintain, and improve electrical instruments, equipment, and other Meteorological facilities; ➤ Ensure electrical and physical safety of all systems of Rwanda Meteorology Agency; ➤ Direct and coordinate all electrical installation, maintenance, support to ensure compliance with specifications, codes, and customer requirements; ➤ Ensure electrical and physical safety of all systems and facilities of Rwanda Meteorology Agency; 	<p>A0 in Electronics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of electronic equipment used in meteorological applications will be an advantage. - Knowledge in electrical maintenance work; - Capacity to perform electrical and physical safety of all systems and

	<ul style="list-style-type: none"> ➤ Provide technical guidance on electrical installation and related issues; ➤ Undertake investigations and enquiries in order to resolve complaints relating to electrical matters; ➤ Inspect completed electrical installations and observe operations, to ensure conformance to design and equipment specifications and compliance with operational and safety standards. 	<p>facilities</p> <ul style="list-style-type: none"> - Knowledge to advise on the electrical power aspects of new equipment and systems - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage
--	---	---

APPLICATION PROCEDURE

Interested individuals must submit to the Director General of Meteo Rwanda, a copy of relevant degrees, copy of the National ID card, document justifying experience (where applicable) and well completed application form obtained from the website of the Public Service Commission.

Application and accompanying documents must be submitted in hard copy at the METEO RWANDA' secretariat not later than Friday 02nd September 2016 at 3:00PM

Only selected candidates will be invited for the next steps in the recruitment process.

Done at Kigali, on... 27/8/2016

John NTAGANDA SEMAFARA

Director General



3