



CARIBBEAN METEOROLOGICAL ORGANIZATION

VACANCY NOTICE - POST OF COORDINATING DIRECTOR

Applications are invited from suitably qualified Caribbean nationals¹ for appointment to the post of Coordinating Director, **Caribbean Meteorological Organization (CMO)**, with assigned duty station at the Organization's Headquarters located in Port of Spain, Trinidad and Tobago. The Caribbean Meteorological Organization is a specialized autonomous institution of the Caribbean Community (CARICOM). CMO serves sixteen (16) English-speaking Caribbean Member States² in the fields of Meteorology, Operational Hydrology and Allied Sciences.

KIND OF WORK

Highly responsible scientific and administrative work involving the management of the Caribbean Meteorological Organization, which includes the provision of support and advice to governments of Member States for the development of their Meteorological and Hydrometeorological Services and in addressing issues of an international nature affecting weather, water and climate.

DISTINGUISHING FEATURES OF WORK

The incumbent will be responsible for the overall management of the Organization. He/She will shape the Organization's culture and values; facilitate the development of a regional vision for the Organization; formulate goals and priorities in the context of emerging regional and international requirements.

The functions of the Organization are to be carried out in accordance with the directives of the Caribbean Meteorological Council, the ministerial-level governing body of the CMO. The Coordinating Director speaks officially for the CMO and is the Organization's primary link to the Meteorological and Hydrometeorological Services in Member States and their respective Ministries. The incumbent serves on the governing structure of any organ of the CMO, particularly the Board of Governors of the Barbados-based Caribbean Institute for Meteorology and Hydrology (CIMH).

The incumbent is the Organization's principal link to the regional and international community. Specifically, the incumbent is the Organization principal voice within CARICOM and is expected to be intimately involved in official dealings with the World Meteorological Organization (WMO) and other relevant international and regional organizations, in order to guide the relevant scientific and technical developments within the Caribbean.

¹ For this purpose, a Caribbean national is a national of a CMO Member State.

² CMO Member States: Anguilla, Antigua and Barbuda, Barbados, Belize, British Virgin Islands, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, Montserrat, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, Turks and Caicos Islands.

MINIMUM QUALIFICATION AND EXPERIENCE

A minimum of an honours degree in meteorology from a recognized university, or an honours degree in a related atmospheric science with a minor in meteorology. Relevant advanced degree(s) would be an advantage. At least five (5) years of experience at the management or senior level of an operational meteorological service or a related academic or scientific institution. Significant experience at the international level would be an advantage. Reasonable knowledge of the regional and international programmes and activities of WMO, the International Civil Aviation Organization (ICAO) and relevant regional and international organizations is required.

FOR THE DETAILED JOB DESCRIPTION, see the **ANNEX** below.

SUBMISSION OF APPLICATIONS: Applicants are invited to submit their applications in digital format via email to CD_Vacancy@cmo.org.tt.

DEADLINE FOR APPLICATIONS: Wednesday 30 August 2017

COMMENCEMENT OF DUTY

The successful applicant will be notified of his/her appointment as soon as possible after the approval in November 2017 by the Caribbean Meteorological Council. The commencement of duty will be 1 June 2018 or at a date as soon as possible thereafter, as decided by the Council.

ANNEX

CARIBBEAN METEOROLOGICAL ORGANIZATION HEADQUARTERS

JOB DESCRIPTION

COORDINATING DIRECTOR

FUNCTIONS OF THE POST (DUTIES AND RESPONSIBILITIES)

The Coordinating Director of the Caribbean Meteorological Organization (CMO) is responsible to the Caribbean Meteorological Council, the Governing body of the CMO. The functions of the Coordinating Director shall include the following:

1. Promote and undertake the decisions of the Caribbean Meteorological Council;
2. Advise and assist CMO Member States in the development of their National Meteorological Services, particularly those with smaller Services;
3. Direct the coordination of joint scientific and technical activities among the National Meteorological and Hydrometeorological Services of Member States;
4. Promote continuous improvements for a reliable severe weather warning system to safeguard the region;
5. Advise Member States in dealing with issues of an international nature affecting weather, water and climate;
6. Maintain close involvement and relationship with the World Meteorological Organization (WMO), the International Civil Aviation Organization (ICAO) and other related specialized agencies, for the benefit of CMO Member States;
7. Promote and facilitate the technical and scientific involvement of the organs of the CMO in the work of WMO, as appropriate;
8. Represent those Member States that so desire at sessions of the Congress and constituent bodies of WMO, as determined by Council;
9. Represent or promote representation of the CMO at meetings of ICAO, especially on Regional Air Navigation issues;
10. Organize and be responsible for sessions of the Caribbean Meteorological Council and related meetings, as appropriate;
11. Initiate and implement, as appropriate, projects and other programmes of a regional nature in the field of meteorology and allied sciences;
12. Formulate and/or coordinate, as appropriate, applications and requests by Member States for technical assistance on regional projects from regional and international agencies;
13. Collect and manage funds for the operation of regional programmes in meteorology and allied sciences, as determined by the Council;
14. Maintain close involvement of the Organization in the related affairs of the Caribbean Community, in collaboration with the Caribbean Community Secretariat and other Community institutions;
15. Be responsible for the operations and management of the CMO Headquarters; provide guidance and assistance, as required, to other organs of the CMO;
16. Promote the regional and international image and visibility of the organs of CMO, as appropriate;
17. Attend to such other matters relating to the fields of meteorology and allied sciences, as may be determined by the Council.

QUALIFICATIONS

(Applications from suitably qualified male or female candidates are treated equally)

Education

Qualifications: A minimum of an honours degree in meteorology from a recognized university, or an honours degree in a related atmospheric science with a minor in meteorology. Relevant advanced degree(s) would be an advantage.

Experience

At least five (5) years of experience at the management or senior level of an operational meteorological service or a related academic or scientific institution. Significant experience at the international levels would be an advantage. Reasonable knowledge of the regional and international programmes and activities of WMO and the International Civil Aviation Organization (ICAO) and relevant regional and international organizations is required.

Other requirements

Maturity of judgement, initiative and originality of ideas. The ability to express ideas clearly in oral and written reports, documents and correspondence. Significant representation skills at the technical, governmental, intergovernmental and diplomatic levels with the ability to function independently and on own initiative.

TERMS AND CONDITIONS

The post of Coordinating Director of the CMO is at the level of Deputy Secretary-General within the Caribbean Community Secretariat with the following specific Terms and Conditions:

- (a) Basic Salary: EC\$29,704.00 per month;
- (b) Allowances: A Representation and a Housing allowance, with the provision of a fully-maintained motor vehicle, as well as utilities and security at residence;
- (c) Health/Insurance: Participation in the Organization's Group Health and Insurance Plans.

Privileges and Immunities are extended in accordance with the CMO Headquarters Agreement with the Republic of Trinidad and Tobago. This includes exemption from taxation on income from the CMO. Other grants and privileges are provided in accordance with the Rules and Regulations of the Caribbean Community Secretariat.

First appointment to the Post is subject to a successful examination by a medical practitioner approved by the Organization.

COMMENCEMENT OF DUTY

The successful applicant will be notified of his/her appointment as soon as possible after the approval in November 2017 by the Caribbean Meteorological Council, the governing body of the CMO. The commencement of duty will be 1 June 2018 or at a date as soon as possible thereafter, as decided by the Council.
