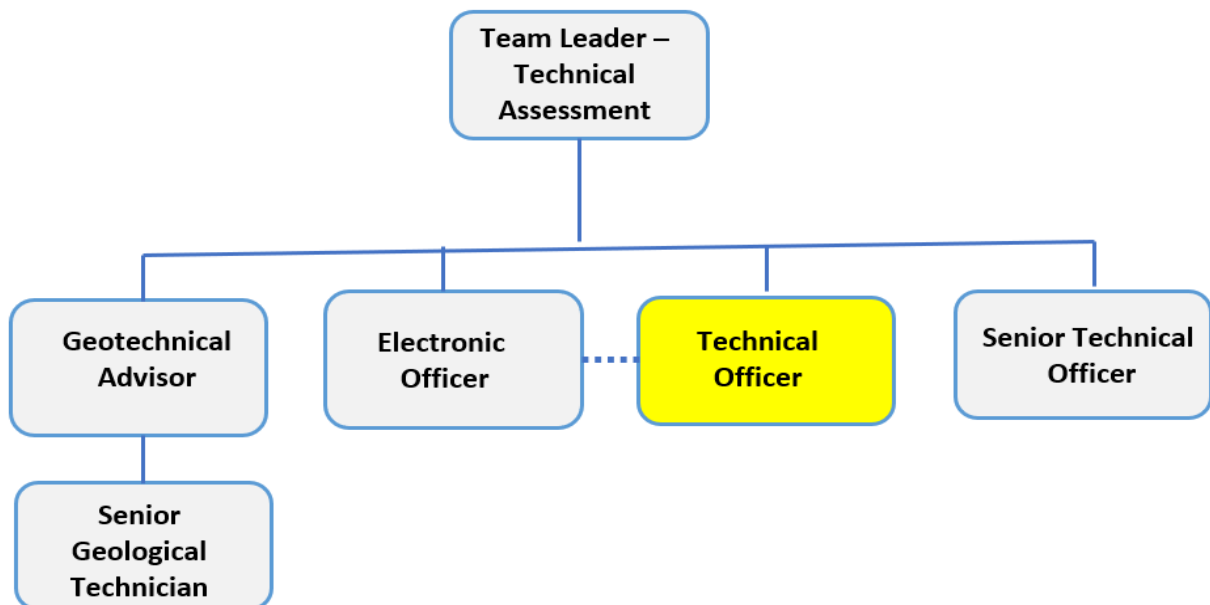




JOB DESCRIPTION

Job Title:	Technical Officer - Electronics
Division/Programme and Section/Project (if any):	Geoscience Energy and Maritime /Georesources and Energy Programme/Technical Assessment
Location:	Suva, Fiji
Reporting to:	Team Leader - Technical Assessment
Number of Direct Reports:	Nil
Purpose of Role:	The jobholder will predominantly work with a maintenance team to provide support component of the Climate and Oceans Support for the Pacific (COSPPAC) Project. The Officer will assist with a wide range of maintenance, verification and return-to-service tasks on sea level stations as well as marine monitoring and surveying throughout the Pacific Region. The jobholder will also assist with basic training to local National Meteorological Services staff and other relevant departments.
Date:	April, 2024

Organizational Context and Organization Chart



Key Result Areas (KRAs):

The job of Technical Officer Electronics, COSPPAC encompasses the following major functions or Key Result Areas:

1. Equipment Maintenance
2. Technical Field Support
3. Documentation and reporting
4. Logistics

The performance requirements of the Key Result Areas are broadly described below

Jobholder is accountable for	Jobholder is successful when
<p>KRA#1 (30%) Equipment Maintenance</p> <ul style="list-style-type: none"> • Support the development and maintain and document a Test and Evaluation Plan for functional testing of equipment and components prior to their deployment • Maintain familiarity with new equipment's and keep abreast of new techniques • Assist in the servicing of all electronic equipment's down to module level • Assist in the calibration and maintenance of tide gauge sensors including working with PC hardware, software and satellite communications equipment. • Use of the reporting system (equipment database) to action and track maintenance schedules 	<ul style="list-style-type: none"> • Sensors are calibrated and serviced and ready to be used • Up to date inventory of Tide Gauges parts available. • Test Equipment functional and within calibrated specs • Equipment's are readily interfaced for calibration and servicing and testing
<p>KRA#2 (30%) Technical Field Support</p> <ul style="list-style-type: none"> • Investigate and report on unusual or unexpected equipment conditions. • Perform a range of work (including the more complex tasks on specific equipment) associated with the installation, maintenance and testing of a variety of electronic and other equipment. • Assist in coordinating with technical in-country counterparts, where assigned, and carry out on-the-job training as required. • Ensure compliance with the principles and practices of the Workplace Health and Safety regulations. • Follow up last report on each country visit or project. • Assist BoM Sea Level maintenance staff with the installation, verification & maintenance visits at the 14 sea-level station sites in the Pacific region. 	<ul style="list-style-type: none"> • Tide stations are maintained and operational. • Emergency maintenance requests are dealt with timely and effectively to minimise downtime. • User feedback of the function of tide gauge stations is positive. • Surveys and maintenance visits are carried out safely and to a high standard.

<p>KRA#3 (20%) Documentation and reporting</p> <ul style="list-style-type: none"> • Prepare reports on sea-level station visits and surveys and transfer information into the equipment database. • Participate in the development and implementation of the workshop's strategies in relation to installation and upgrade of equipment, evaluation and assessment of the equipment and its effectiveness, and meeting observational requirements • Generate summary reports from meta data records to support survey planning and scheduling of works. • Provide information to manager on project level reporting and review. • Assist in preparing training documentation to build capacity of in-country agencies such as meteorological services in their understanding of tide station equipment and their application. 	<ul style="list-style-type: none"> • Good quality equipment is used effectively and efficiently to complete work schedules. • Calibration and maintenance report are updated on the database and readily available upon request. • Equipment issues are anticipated and raised ahead of time. • Training material is available on the function and of sea-level stations.
<p>KRA#4 (20%) Logistics</p> <ul style="list-style-type: none"> • Assist with field trips and forward planning. • Assist work plans and surveys with their equipment supply chain (e.g. Procurement and freighting) and any other aspects critical to schedule of surveys and site visits. • Ensure that requirements and procedures stipulated by biosecurity, customs, etc. are adhered to and do not delay sending or receiving equipment to / from countries. • Liaise closely with technical stakeholders in advance of the visits to ensure availability of resources for on-site work and effective coordination of survey and installation activities. 	<ul style="list-style-type: none"> • Yearly planning is done and calendar of in country activities is readily available. • Tools, equipment, parts and modules are available when needed and freighting is undertaken within SPC's procurement procedures. • Shipments are cleared efficiently and with minimum disruption. • In-country counterparts are informed and understand in-kind contributions that may be required.

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

- Unscheduled trips at short notice with minimal supervision to investigate and report on unusual or unexpected equipment conditions and diagnose complex faults. Prepare associated reports.
- Faced with different issues and faults in all different Stations in different Countries.
- Perform maintenance activities on specialised electronic equipment down to module level.
- Development of manuals and documentation.
- Frequent travel, with typical requirement of 7-14 days every 8-10 weeks, to remote locations, including challenging sanitary facilities etc. Longer duration travel may also be required.
- Working in difficult environmental conditions, including bad weather or hot sun.
- work with people from different backgrounds according to culture and work ethics.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • National Meteorological Offices • Lands and Survey Departments • Shipping Agents • Australian Bureau of Meteorology (BoM) • Customs agents 	<ul style="list-style-type: none"> • Organise Capacity Building for in country Assistance. • Notify them of Shippings and activities. • Paperwork for Sending and Receiving Shipments. • Working alongside BoM staff on technical visits. Receiving instructions from BoM lead technicians.
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • Managers • Team Leader – Technical Assessment • Procurement • Finance Section • Tech Admin & Assistance 	<ul style="list-style-type: none"> • Report of tasks undertaken • Purchase of new parts or Sensors • LPO for Shipping • Keeping Records of work undertaken • Liaising and listening

Level of Delegation:

Routine Expenditure Budget: 0

Budget Sign off Authority without requiring approval from direct supervisor: 0

Personal Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • Diploma or trade certificate in electronics from a recognized institution • Driving License 	<ul style="list-style-type: none"> • Open Water Diving Certificate • 2 years' experience in operating and maintaining geological, geophysical, oceanographic and survey equipment

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • 4 years of progressive work experience. • Demonstrated oral and written communication skills in English. • Good understanding of the working environment in Pacific Island countries. • Troubleshooting skills. • Knowledge of various Interfacing software and hardware. • Flexible approach and ability to meet deadlines. • Ability to work as part of a small team, with a high level of interpersonal skills • Demonstrated ability to take initiative and work without supervision. 	<ul style="list-style-type: none"> • Experience the use of hand and power tools. • Experience in the maintenance, diagnostics and repair of tide gauge systems and sensor electronics. • Knowledge of the electronics and systems employed in oceanographic and meteorological sensors. • Skilled in fault finding (diagnostic) and analytical techniques.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> • Troubleshooting expertise and equipment repair skills. • Strong computer and software skills • Sound knowledge on marine and GPS software. • Diagnose problems and solve them under minimal supervision
Advanced level	<ul style="list-style-type: none"> • Proficient technical experience in the specified • Ability to set priorities successfully in order to meet tight deadlines and targets. • Analytical skills and the ability to master new material and equipment quickly. • Communicate well with others and have the ability to transfer skills to in-

Working knowledge	<ul style="list-style-type: none"> • SPC's procurement policy • Provision of high quality, timely service, data collection and delivery • Confidence and articulateness in both oral and written communication
Awareness	<ul style="list-style-type: none"> • SPC Regulations and Policies • Development challenges within the Pacific region • Ability to work effectively in a multidisciplinary, cross-cultural environment and to have both gender and cultural sensitivities. • willingness to undertake frequent travel both within and outside the region

Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.