

CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY



APPLICATION PROCESS

Application Deadline	29 April 2016
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Enquires and applications (curriculum vitae, certificates, list of publications, short outline of research and development ideas, and the contact information for two professional referees) should be addressed to:

David A. Farrell, Ph.D., P.G.
Principal
Caribbean Institute for Meteorology and Hydrology
Husbands
St. James
Barbados

Applications can be sent via email to hrdept@cimh.edu.bb with **CIMH-2016 Research and Teaching Assistant** in the Subject Line

Only shortlisted candidates will be contacted for an interview.

CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY



RESEARCH and TEACHING ASSISTANT` TERMS OF REFERENCE (TOR)

1. INTRODUCTION

The Meteorological field is a growing and vibrant field of study, and the Caribbean Institute for Meteorology and Hydrology (CIMH) is at the forefront of teaching, research and consultation in the field. With the introduction of Aeronautical based competency regulations as part of meteorological studies, over the last ten years, CIMH has developed innovative training initiatives such as the Aeronautical Continuing Professional Development Online Course for operational forecasters and the Operational Aeronautical Forecasters Course for meteorological graduates. Both courses have been extremely successful. They have been beneficial to the regional services and have grown in popularity both regionally and internationally. Both courses are based on competence in the practical operational aspects of meteorology, thus the CIMH plans to build on these initiatives by implementing a continuous Meteorological Monitoring and Forecasting Lab that is manned by CIMH trainees and interns.

2. ABOUT THE CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY

The CIMH is an Institution of the Caribbean Community and the Technical Organ of the Caribbean Meteorological Organization and an affiliate of the University of the West Indies where its primary responsibility is the delivery of the B.Sc. programme in Meteorology in the Faculty of Pure and Applied Sciences. The mandate of CIMH is "to assist in improving and developing the Meteorological and Hydrological Services as well as providing the awareness of the benefits of Meteorology and Hydrology for the economic well-being of the CMO Member States. This is achieved through training, research, investigations, and the provision of related specialized services and advice".

The CIMH is also recognized by the World Meteorological Organization (WMO) as:

- The WMO Regional Training Centre in the Caribbean for Meteorology and Hydrology and related disciplines;
- A Regional Instrument Centre for the Caribbean;
- Regional Climate Data Centre dissemination;
- Centre of Excellence in Satellite Meteorology Training;
- The WMO Regional Climate Centre for the Caribbean (currently in Demonstration Phase).

In addition, the CIMH is a repository for the climate data from CMO Member States. The CIMH is a leading centre in the Caribbean for research and development related to Meteorology, Hydrology, Agro-Meteorology and Climate. The CIMH supports hydro-meteorological risk impacts forecasting and agricultural risks forecasting. CIMH maintains strong collaborations with other Regional Institutions, national organizations in CMO Member States and the international community.

3. DESCRIPTION

The CIMH is seeking to recruit a **Research and Teaching Assistant** to assist in the research and teaching in the Meteorological Department with focus on the development and operation of the Meteorological Monitoring and Forecasting Lab.

4. DUTIES AND RESPONSIBILITIES

- (i) Assist the Head of the Meteorological Department in the re-structuring and running of the Aeronautical Continuous Professional Development (online) Course and the running of the Monthly On-line weather discussions.
- (ii) Co-ordinate and support the delivery of aviation competency training within the Institute and take a leadership role in the development of the Meteorological Monitoring and Forecasting Lab.
- (iii) Deliver aviation specific training and assessment to trainee forecasters and in-service training and assessment for aviation forecasters and associated operational managers.
- (iv) Liaise with the Regional Weather Services to ensure the alignment of its ongoing training objectives and aims with national aviation programs and objectives, including participation in the long-term strategic and financial planning processes.
- (v) Participate in the design, development and implementation of aviation and weather forecasting training initiatives that are aligned with national and international guidelines that will lead to improvement of regional aviation weather services.

5. PROFESSIONAL REQUIREMENTS

Candidates applying for the position should:

- (i) Have a B.Sc. degree specializing in either Meteorology/Environmental Science, Weather Forecasting with at least 4 years of work in the scientific or research experience following completion of the B.Sc.
- (ii) Experience in the field of Tropical Meteorology is an asset.
- (iii) Demonstrate weather forecasting experience of more than 4 years and familiarity with working with weather programming systems such as SMARTMet; Digital Atmosphere; METLab; MESSIR; or equivalent program.
- (iv) Experience in the field of computer programming is an asset.
- (v) Demonstrate ability to develop training courses and deliver training and assessment of students.

6. ADDITIONAL REQUIREMENTS

The successful candidate should be:

- (i) performance driven;
- (ii) able to work independently;
- (iii) able to function in a highly collaborative and synergetic research environment and;
- (iv) able to demonstrate excellent coordination and communicational skills and experience in small/mid-scale project funding acquisition.

It is expected that the successful candidate will be able to demonstrate:

- (i) General proficiency with software packages typically Microsoft Office products such as Word, Excel and PowerPoint;
- (ii) the delivery of online training;
- (iii) Excellent writing, editing and oral communication skills;
- (iv) Excellent interpersonal and communication skills;
- (v) The ability to effectively interact with all levels in organizations including senior management;
- (vi) Strong analytical skills.

Prior work experience in the Caribbean related to the core disciplines of this initiative would be an asset. In addition, the successful applicant must have written and verbal skills in the English language. Knowledge of Spanish and/or French would be an asset.

7. REMUNERATION & BENEFITS

The appointment will be at either the Technical Officer I or Assistant Lecturer scale of the University of the West Indies Cave Hill Campus, Barbados depending on the academic background and experience of the candidate. However, mid-career professionals will be considered. A non-contributory medical plan is being offered.

8. DURATION

The full-time position is available for **a minimum of 2 years** (starting as soon as possible) and may be prolonged subject to candidate's performance and funding availability.

9. PLACE OF WORK

The candidate is expected to reside in Barbados during the period of employment. The CIMH is an equal opportunity employer.

