

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Environment, Forestry and Fisheries (DEFF) 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:

Meteorological Qualification Manager: Met Technician

Peterson Grade: D2

Salary: R672 056 - R921 802

Centre: Centurion

(Ref: WS03/032026)

Job summary: The Meteorological Qualification Manager (Meteorological Technician) is responsible for controlling, maintaining, upgrading, managing, developing, and delivering training within the Meteorological Technician qualification.

The role ensures that all training and qualification activities comply with international standards and best practices as prescribed by recognised international bodies, including the World Meteorological Organization (WMO), the International Civil Aviation Organization (ICAO), and ISO 9001.

A key focus of the position is the development and delivery of commercial training initiatives that generate revenue for the South African Weather Service (SAWS), as well as the ongoing upgrading, maintenance, and quality assurance of the Meteorological Technician course.

Key Performance Areas:

1. Commercial

- 1.1 Develop and deliver commercial training courses, including blended and distance learning programmes, aligned to client requirements.
- 1.2 Design high-quality, cost-effective training programmes and proposals for commercial clients.
- 1.3 Conduct training needs analyses to develop, promote, and report on targeted commercial training initiatives.
- 1.4 Establish and maintain strategic relationships with stakeholders to identify and secure commercial opportunities, in collaboration with the Business Development team.
- 1.5 Maintain and enhance the RTC Commercial Action Plan.
- 1.6 Manage and deliver commercial courses using existing training resources and/or temporary staff.

2. Qualification Management of Meteorological Technician Course

- 2.1 Upgrade and register the Meteorological Technician Course in line with the latest WMO BIP-MT guidelines, ensuring compliance with internationally accepted standards.
- 2.2 Provide ongoing functional training, guidance, and skills transfer to internal and external lecturers, as required.
- 2.3 Act as a facilitator, assessor, and/or moderator in line with recognised assessment standards.
- 2.4 Oversee all practical assessments to ensure compliance with assessment and moderation principles, as well as RTC and relevant training body regulations.
- 2.5 Manage and maintain the learner database.

2.6 Conduct training needs analyses to develop, promote, and report on targeted training programmes for internal and international clients.

2.7 Stay abreast of international trends and advancements in meteorology and training to continuously enhance qualifications and course content.

2.8 Plan and coordinate Continuous Professional Development (CPD) activities for internal (SAWS) and external (SADC) operational meteorological personnel.

3. Administration

3.1 Implement work agreements, performance assessments, Personal Development Plans (PDPs), and manage contracts for subordinates and contracted trainers.

3.2 Develop and facilitate distance learning initiatives within the RTC.

3.3 Support the Senior Manager responsible for the RTC in management activities, including strategic and business planning, risk analysis, budgeting, and procurement.

3.4 Compile and submit monthly, quarterly, and annual reports to the Senior Manager on key issues, results, continuous and commercial training activities, recommendations, and progress.

3.5 Establish and maintain effective working relationships between the RTC and other SAWS business units.

3.6 Engage with external training institutions and clients regarding qualifications and relevant courses offered by the RTC.

3.7 Ensure compliance with all SAWS Total Quality Management (TQM) principles.

Minimum Requirements:

- An appropriate 4-year tertiary qualification in Atmospheric Sciences or Meteorology, i.e. a BSc (Hons) in Meteorology or Atmospheric Sciences.
- Master's degree in meteorology preferable
- A minimum 2-year supervisory experience
- At least 5 years' experience in meteorological practises especially Meteorological technician practises and understanding of the relevant WMO competencies
- At least 5 years' Experience as a trainer/ facilitator/lecture of different courses as full or

part time lecturer/trainer

- Excellent knowledge and proficiency in weather observations and related competencies
- Knowledge of commercial and marketing practices will be an added advantage
- Fluent in English

Attributes and Competencies:

- Excellent interpersonal skills
- Excellent communications skills (written and verbal) and ability to engage at all levels within the organisation and with various stakeholders
- Excellent PowerPoint, Excel, and Word skills
- Excellent facilitation and presentation skills
- Sound knowledge of Meteorology

Please Note:

Enquiries for the above-mentioned positions must be directed to: Ms. Portia Takalani, at Tel. (012) 367 6148.

Register as user on our website using this link: <https://www.weathersa.co.za/home/vacancies> to apply for the above position and upload your (Comprehensive CV with certified copies of qualifications).

Closing Date: 26 March 2026

Note: Recruitment Agency applicant submissions will not be considered

This is an EE position and preference will be given to Females, African/Coloured/White/Indian. Correspondence will be limited to short listed candidates only. 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. The South African Weather Service is an equal opportunity employer.

Record Reference	HCM-ADVERT- WS03/032026
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