

METEOROLOGICAL FORECASTER

Job Advertisement

Reporting To:	Director of Meteorology	
Division:	Meteorology	
Grade Level:	7.1	
Remuneration:	\$56,037.00	
Special Requirements:		
Employment Type: ☒ Continuous Employment ☐ Fixed Term Contract ☐ Independent Contractor ☐ Consultant ☐ Intern	Hours: ☒ Full-Time ☐ Part-Time ☐ Part-Time Shift ☐ Casual/Flexible	Location: ☐ All Islands ☒ Providenciales ☐ Grand Turk ☐ Salt Cay ☐ North and Middle Caicos ☐ South Caicos

About The Turks and Caicos Islands Airports Authority

The Turks and Caicos Islands Airports Authority ("TCIAA") (established under The Airports Authority Ordinance, Ord.11 of 2005) is responsible for constructing, controlling, and managing airports and providing and maintaining runways, taxiways, and terminals for the efficient operation of airports in the Turks and Caicos Islands. Its current portfolio consists of owning and operating six airports while providing air navigation services for the low-level airspace above the territory. Our mission is to provide world-class airport facilities and operations through high standards in safety, security, quality, efficiency, innovation, and customer service, recognizing their importance to the overall socio-economic development and strategic growth of the Turks and Caicos Islands.

About the role

This role is dedicated to monitoring weather conditions and delivering accurate forecasts and warnings for the Turks and Caicos Islands, serving the public, marine operators, and the tourism sector, while also providing specialized aviation weather forecasts to support safe and efficient operations at TCIAA airports and surrounding airspace, ensuring timely meteorological information that enhances safety and decision-making across the islands.

Responsibilities and Key Deliverables

- Providing general weather information and forecasts to the public and special user groups in the Turks and Caicos Islands.
- Serves as shift leader and is responsible for all service products produced on the shift, and for their coordination with other islands of the Turks and Caicos. During single manning, he/she has sole responsibility for the office.
- Provides guidance, instruction, and assistance to the staff on shift.

- Participation in training programs and meteorological studies.
- The Forecaster should remain aware of the general weather situation across the Turks and Caicos Islands to be able to advise departing pilots and operators of enroute and destination weather conditions and enable them to undertake their operations in a safe and effective manner.
- The Forecaster has overall responsibility for the operation of the office in the absence of the Director. Forecasters work independently and are responsible for the accuracy of all of the forecast guidance issued from the Met Office during a shift, ensuring the production of consistent quality products for internal and external customers.
- Prepares and issues forecasts for aviation, marine, and tourism sectors and the public interest;
- Supervision of subordinate technical staff, ensuring the assignments are performed in accordance with standard procedure and verifying the accuracy of calculations;
- Trains and guides newly assigned subordinate staff and technical staff in their duties;
- During single manning, the Forecaster will carry out full observing and climatological tasks in addition to forecasting commitments.
- Staff may occasionally be required to describe the operation of the office to visiting members or groups of the public. Requests are sometimes received from local organizations and schools to provide both visual and oral presentations on aspects of meteorology.
- Participates in shift rotations to ensure continuous forecasting coverage during airport operations, including nights, weekends, and holidays.
- Participates in courses, meetings, seminars, and workshops as part of the continuing education and training program for meteorological services.
- Performs related work, as defined by the Director to ensure the efficient operation of the meteorological office.

Qualifications

- Meteorological Forecaster qualification such as successful completion in the Senior Level Meteorological Technician course and on-the-job training, or a recognized Bachelor of Science degree in Meteorology or related science.
- Being certified as having completed aeronautical forecaster training approved by the World Meteorological Organization/ International Civil Aviation Organization
- Minimum of five (5) years of experience in the field of aeronautical meteorology
- Prior tropical and marine weather forecasting experience is an asset.

Core Competencies

- Considerable knowledge of Mathematics and Physics as related to the field of meteorology;
- Considerable knowledge of the field of aeronautical meteorology;
- Competent in the public weather services;
- Excellent communication skills (oral and written) including the ability to present, speak to the public, and deal with clients at all levels internal and external to the organization. As well as giving direction to staff, presenting training, and providing weather briefings as required.
- A strong sense of loyalty, motivation, dedication, and a high degree of commitment and interest/passion for weather.
- Ability to balance teamwork with the ability to work independently.
- A demonstrated ability to make rapid and effective decisions in reaction to changing weather patterns as well as the ability to react calmly and prioritize effectively during periods of high activity and workload.
- Interpersonal skills to persuade, influence, and establish working relationships with staff and stakeholders.

- Ability to supervise and review the work of subordinate staff;
- Ability to perform analyses of all plotted meteorological data.

Physical Requirements

- Ability to sit or stand for long periods
- Capable of working in all weather conditions
- Manual dexterity
- Good vision
- Willingness and ability to work rotating shifts, including overnight, weekends, and holidays, in a time-sensitive operational environment.

Benefits

- Mandatory Participation in Private Medical Insurance (with Life Policy included)
- Optional Participation in Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme
- Training and Certification Opportunities as determined and/or required and/or appropriate by the CEO.

The Turks and Caicos Islands Airports Authority (TCIAA) is committed to diversity, equity, inclusion, and accessibility in the workplace. Diversity is ingrained in who we are and how we do business. Therefore, we welcome applicants regardless of ethnicity, gender, ability/disability, religion, and sexuality.

Interested individuals must submit:

- **Cover letter**
- **Resume**
- **2 Job References testifying to character and competency for the role,**
- **Police record**
- **Proof of status**

No later than October 17th 2025 to:

Human Resources Manager
Turks and Caicos Islands Airports Authority
Providenciales International Airport
Telephone# 649-941-8692, Fax# 9415996. Email: hrrecruitment@tciairports.tc

Turks and Caicos Islanders Preferred