

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Environmental Affairs 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:

Client Liaison Officer

Salary: Negotiable

Centre: Gqeberha Office

(Ref: WS06/022024)

Job Summary:

The Client Liaison Officer is essentially responsible for providing meteorological information to clients, as well as the promotion of meteorological products and services.

Key performance areas:

- **Provision of Meteorological information to Clients and administration:**
 - Meet Client requirements through effective and efficient communication
 - Advise the client correctly on their requests
 - Apply pricing model correctly when supplying quotation to clients
 - Administer provision of information to clients effectively through usage of available programmes for data extraction and packaging.
 - Record keeping
 - Quotations provided to clients and invoices received
 - Stock for exhibition and outreach purposes
 - Provide the monthly reconciliation report on sales
 - Provide Analysis Report of the regional sales performance
 - Represent SAWS as and when requested as expert advisor to clients on information provided by SAWS.

- **Internal & External Stakeholder Relations**

- Represent SAWS in meetings with stakeholders as instructed or requested.
- Promote the awareness of SAWS products and services to all stakeholders through application of SAWS marketing strategy.
- Conduct presentations or support staff involved in exhibiting SAWS products and services at dedicated client contact events such as exhibitions, corporate events, workshops, conventions, expos etc.
- Provide the quarterly stakeholder engagement analysis report in line with TQM requirements

Minimum Requirements and Attributes:

- NQF Level 5 or Senior Certificate (with Mathematics and Physical Science) and Weather Observers Certificate.
- Five years as an Observer and/or Three years Forecaster
- Ability to interpret numerical weather products and/or forecasting experience.
- Computer skills (Word, Excel, PowerPoint, Access will be an added advantage).
- Qualification in relevant Marketing course will be an added advantage
- Self-driven individual with excellent communication skills both verbal and written communication, also Honest with positive work ethics.

Please Note:

Enquiries for the above-mentioned positions must be directed to: Mr. Denny Maluleke, at Tel. (012) 367 6091.

Complete the E1 form (can be downloaded on www.weathersa.co.za) and forward your application (Comprehensive CV with copies of qualifications) stating the name of the position & the reference number to recruitment2@weathersa.co.za. No faxed or posted applications will be accepted.

Closing Date: 21 February 2023

Note: Recruitment Agency applicant submissions will not be considered

Preference will be given to People living with disabilities in line with SAWS EE targets. This is an EE position and preference will be given to **African & Indian Males, African & Coloured Females.** 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-CLO2024
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