

Ministry of Energy Water Resources and Irrigation  
Department of Hydrology and Meteorology  
Babarmahal, Kathmandu

**Expression of Interest for supporting  
Staff**

**Date of Publication: 2082/08/15**

DHM plans to hire **two** individual Meteorologist, **one** IT technician and **one** office runner for the support in the 24-hour operational weather forecast service at **morning, day and night shifts**. Eligible candidates are requested to apply before 12:00 AM (midnight) 2082/08/19. Shortlisted candidates will be notified of the interview date and time. The interview will be held at the DHM Office. The details can be obtained from the website [www.dhm.gov.np](http://www.dhm.gov.np).

**Minimum Qualification for Eligibility**

- The minimum qualification for Meteorologist is Bachelor Degree in Hydrology and Meteorology.
- The minimum qualification for IT technician is 10+2 or Diploma in Electrical or Electronics Engineering or Computer Engineering or relevant field.

**Application Procedure** Interested candidates are requested to submit their applications along with the required documents to the Meteorological Forecasting Division (MFD) of the Department of Hydrology and Meteorology (DHM). Applications may also be submitted via email at [mfdhdm@gmail.com](mailto:mfdhdm@gmail.com). The application must be submitted **before 12:00 AM (midnight), 2082/08/19**. Only shortlisted candidate will be contacted for interview through email/telephone.

**Documents required:**

- **For Meteorologist**

1. Cover Letter
2. Updated CV
3. Copy of Nepali citizenship certificate
4. Copy of Transcript/ mark sheet of Bachelors' Degree.

- **For IT technician**

1. Cover Letter
2. Updated CV
3. Copy of Nepali citizenship certificate
4. Copy of Transcript/ mark sheet of 10+2 or Diploma in Electrical or Electronics Engineering or Computer Engineering or relevant field.

- **For office runner**

1. Copy of Nepali citizenship certificate
2. Copy of latest academic certificate if available.

# **Terms of Reference (ToR) of Meteorologist for 24 hours operational Weather early warning service**

## **Background**

Meteorological Forecasting Division (MFD) under the Department of Hydrology and Meteorology (DHM) has been providing the Weather Forecasting services since its establishment. The weather forecasting section (WFS) under MFD is responsible for issuance of three days weather forecast, city forecast for major cities, Special weather bulletin (heavy rain, heat wave, cold wave), Mountaineering forecast and weekly weather outlook throughout the year including public holidays and Dashain/Tihar. Additionally, WFS in collaboration with different organizations also issues Impact Based Forecasting (IBF) for various districts during Monsoon. The formation of systems and its associated weather (CB formation, thunder lightning, rainfall) are continuously monitored through Satellite, Radar from manual as well as automatic Meteorological stations. Observation-based and short-term weather forecasts (nowcasts) are also issued by WFS as necessary, at any time. When severe weather is approaching, WFS also issues a three-day warning in the daily weather bulletin. Also, WFS issues special weather forecasts throughout the year whenever weather deteriorates and possibilities of weather induced disaster. Such weather information and warnings are disseminated to concerned authorities and the general public through website, email, video content and also posted on various social media platforms. The queries regarding the weather forecast and nowcast are addressed on dedicated phone and tollfree phone (1155).

Every year, extreme weather events such as heavy rainfall, Weather s, cold waves, heat waves, lightning, and windstorms cause significant loss of life and property across the country. To minimize such risks, reliable and continuous early warning services are essential. The importance of weather forecasting for the general public has increased remarkably because of the increasing frequency of extreme weather events. Moreover, weather forecasts have become crucial in various sectors such as agriculture, transportation, tourism, and health, with the demand for sector-specific forecasts also increasing steadily.

Previously, the Weather Forecasting Section, Aviation Meteorology Section, and Weather Modeling Section were operating from Tribhuvan International Airport. However, as per the departmental decision dated B.S. 2082/04/01, the Weather Forecasting Section has now been relocated to the Department's Central Office at Babarmahal. The purpose of this relocation is to provide weather services from the central office in two shifts (morning and afternoon) throughout the year (365 days). However, ensuring the smooth operation of daily services has been challenging due to insufficient human resources. To address this shortage, it is necessary to hire additional support staff including three Meteorologists, to provide continuous support to its Weather Forecasting services during both morning and afternoon shifts.

## **Objectives**

The main objective of Meteorologists is to provide operational support for weather forecasting and early warning service. This service will support the delivery of accurate, timely, and actionable weather information to the public and relevant stakeholders.

## **Scope of the work**

1. For Meteorologist
  - Support the forecaster in operational shifts.
  - Assist the shift forecaster in forecast preparation and update forecasts on the official website and other dissemination platforms.
  - Support in map generation for special weather bulletins (e.g., cold wave/fog, thunderstorm, heat wave, monsoon onset, etc.) in coordination with duty forecasters and the supervisor.
  - Support fog/cold wave data collection, monitoring, and verification as per the Public Weather Service (PWS) Google Sheet.
  - Collect and document weather-induced disaster information during severe weather events as instructed by the supervisor.

- Assist in generating and disseminating weather forecasts under the guidance of the duty forecaster.
  - Prepare monthly reports and verification reports for special weather bulletins as per supervisor.
  - Assist in the dissemination of mobile messages during the issuance of special weather bulletins by WFS.
  - Assist in handling social media communication during severe weather conditions.
  - Support and manage toll-free phone calls and communication systems related to weather briefings. The hiring personnel shall be physically present at WFS during the period specified by the supervisor.
  - Compile all forecast bulletins, special bulletins, and related documents on a monthly basis.
  - Prepare interim reports for validation and finalize the reports as required.
2. IT Technician
    - Conduct assessments of existing IT systems, infrastructure, and processes.
    - Provide troubleshooting and solutions for technical issues.
    - Assist with the deployment of new IT solutions, software, or hardware.
    - Recommend improvements to enhance performance, security, and scalability.
  3. Officer runner
    - The office runner will support the day-to-day activities of Meteorological Forecasting Division (MFD).

### **Minimum Qualification for Eligibility**

1. For Meteorologist

The minimum qualification for the Meteorologist is Bachelors' Degree in Hydrology and meteorology.

2. For IT Technician

10+2 or Diploma in Electrical or Electronics Engineering or Computer Engineering or relevant field.

### **Duty Station, Workload and Remuneration**

All hiring personnel will work in the Weather Forecasting Section of DHM, Babarmahal. The duty time will be 7 hours a day in any shift including night shift depending on the situation as assigned. The remuneration will be as per government salary scale with prevailing tax. The payment will be done on the basis of daily attendance after submission and approval of the monthly report.

### **Duration of the Contract**

The maximum duration of the contract will be 180 days. The contract will be in two terms. The first term of the contract (job) will end after the fiscal year 2082/83. The second term will start from the beginning of next fiscal year 2083/84.

### **Termination of the contract**

If the work of the hiring personnel is unsatisfactory, DHM can terminate the contract at any time. If the hiring personnel are willing to terminate the contract, he/she shall inform DHM before 7 days in written form.

