

**WMO OMM**

World Meteorological Organization  
Organisation météorologique mondiale  
Organización Meteorológica Mundial  
Всемирная метеорологическая организация  
المنظمة العالمية للأرصاد الجوية  
世界气象组织

**Secrétariat**

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Our ref.: 13042/2023/MS/ETR/FEL

12 June 2023

Annexes: 3 (available in English only)

Subject: WMO Development Competency in Weather Forecasting course to support EW4ALL initiative

Action required: For information and appropriate action, as necessary

Dear Sir/Madam,

In furtherance of support to capacity development and EW4ALL initiative in National Meteorological and Hydrological Services (NMHSs), the World Meteorological Organization (WMO) Regional Training Centre (RTC) in the South African Weather Service (SAWS) designed in collaboration with WMO a training course for the development of competency in weather forecasting. The training course will enable current and potential English speaking forecasters from WMO Regional Association I (RA I) to follow tested forecast procedures for the aviation, public weather and marine sectors, in line with the required WMO competencies as support to the implementation of EW4ALL Initiative.

There will be two courses. The first training course will run for a duration of 4 weeks from 31 July to 25 August 2023 and a second course from 4 to 29 September 2023. Annexes I and II to this circular letter contain a brief description of the course, its format, expected learning outcomes and qualifications to be attained.

You are invited to submit the application of an interested and qualified candidate for consideration. All applications will be reviewed by WMO in collaboration with SAWS. Selection for these courses will be made on a competitive basis.

Any interested candidate from an English speaking countries in WMO RA I should first apply to SAWS and forward a duly completed application form (Annex III) with the relevant attachments to Mr Jannie Stander ([jannie.stander@weathersa.co.za](mailto:jannie.stander@weathersa.co.za)) with copy to [fel@wmo.int](mailto:fel@wmo.int) no later than **23 June 2023**. Selected candidates will be notified by SAWS and will be contacted by WMO for the preparation of the logistics of the travel. Thereafter, they will receive a Request for Financial Assistance (RFA) form to complete and send back to WMO along with the admission letter and copy of passport no later than **30 June 2023**.

I take this opportunity to assure you of my unalloyed commitment to capacity development related activities in support of competency development and EW4ALL and thank you for your continued cooperation in this endeavour.

Yours faithfully,

Prof. Petteri Taalas

To: Permanent Representatives of English speaking Members of Regional Association I (limited distribution)

cc: Hydrological Advisers

Secretary-General

**The South African Weather Service (SAWS)  
Pretoria, South Africa**

1	<b>Host Member</b>	<b>South Africa</b>
2	Host institution(s)	South African Weather Service (SAWS)
3	Website	<a href="http://moodle.weathersa.co.za/moodle/course/view.php?id=170">http://moodle.weathersa.co.za/moodle/course/view.php?id=170</a>
4	Location(city) of Institution(s)	Pretoria, South Africa
5	Address of Institution	Eco Glades 1B, Ribbon grass str, Centurion, South Africa
7	Course type	Face to face at SAWS
8	Main course content	<ul style="list-style-type: none"> <li>• MSG Satellite imagery and product interpretation;</li> <li>• NWP interpretation;</li> <li>• Real time data interpretation</li> <li>• Producing aviation forecasts and warnings according to the prescribed WMO competencies;</li> <li>• Producing marine forecasts and warnings according to the prescribed WMO competencies;</li> <li>• Producing Public Weather Service forecasts and warnings according to the prescribed WMO competencies</li> </ul>
9	Duration of study	4 weeks
10	Course start date	Course 1: 31 July to 25 August 2023 Course 2: 4 to 29 September 2023
11	Target Region and Members	WMO Regional Association (RA-I) English speaking Members
12	Basic Requirements	Relevant qualification in Meteorology related to BIP-M 2 years Weather forecasting experience
13	Language	English
14	Number of awards	Certificate of Attendance
15	Institution application	Mandatory
16	Admission from Institution	Mandatory
17	Applications close date	SAWS: <b>23 June 2023</b> WMO: After selection process, <b>30 June 2023</b>
17	Document to send to WMO	1. Pre-admission letter from host institution 2. Request for Financial Assistance (RFA)
19	Contact info	Mr Jannie Stander <a href="mailto:jannie.stander@weathersa.co.za">jannie.stander@weathersa.co.za</a> copy to <a href="mailto:fel@wmo.int">fel@wmo.int</a>

**The South African Weather Service (SAWS)  
Pretoria, South Africa**

**Course description**

This WMO development of forecasting competency course at the South African Weather Service (SAWS) is a face-to-face course.

The students will go through revision of limited theory, data applications and techniques used in creating a weather forecast, issuing warnings and communicating them.

Then, students will have time to practice issuing operational forecast products demonstrating correct forecast procedures learned and using relevant case study data/simulations to issue forecasts and warnings for aviation, marine and public weather.

**Course Format**

This will be a face-to-face course. There are 2 courses. The first course will run from 31 July to 25 August 2023 and the second from 4 to 29 September 2023 and will be delivered in the classroom at SAWS in Pretoria, South Africa.

The students must show satisfactory attendance, progress and timely and satisfactory completion of tasks as per submission deadlines. They can bring their own laptops if needed.

**Expected Learning outcomes**

By the end of the course, the students will have successfully achieved the following outcomes:

- MSG Satellite imagery and product interpretation;
- NWP interpretation;
- Real time data interpretation
- Producing aviation forecasts and warnings according to the prescribed WMO competencies;
- Producing marine forecasts and warnings according to the prescribed WMO competencies;
- Producing Public Weather Service forecasts and warnings according to the prescribed WMO competencies.

**Competencies attained and certificates issued**

After successful completion of the course, the candidates will receive an attendance certificate for each specialization (aviation, marine and public weather forecasting).

**Target Audience**

Officials, specialists and experts working in relevant fields at National Hydrological and Meteorological Services (NMHSs) or equivalent institutions that can work as a competent weather forecaster in their NMHS.

**Instructors**

SAWS staff are competent and experienced instructors with some staff having more than 15 years' training experience along with operational forecasting experience. SAWS staff

are experienced with using blended learning techniques and all hold relevant outcomes-based training qualifications. Additional content experts will be brought in for specific portions/subjects of the course.

### Working language

The course will be conducted in English. Thus, good skill in English reading, written and spoken (language comprehension) is essential to be successful in the course.

### Entry requirements

- Academic qualifications: Relevant qualification in Meteorology related to BIP-M;
- Good Skill in English reading, written and spoken (language comprehension);
- Good computer literacy
- All this needs to be verified by Proof of CV and qualifications
- 2 years forecaster work experience: Relevant work experience in weather forecasting will be an added advantage but is not essential

### Material for the course

- A laptop or desktop computer with Microsoft Office or equivalent (Word processor, PowerPoint Presentation, Excel Worksheet etc) good memory capacity and storage (an external storage is advised) as well as internet connectivity. Desktops are available in the RTC for use.

### Procedure for application

The Applications thus must include:

- A letter of motivation in English limited to 200 words;
- A CV;
- Relevant certified qualifications;
- Nomination letter from relevant PR.

All applications will be handed according to protection of private information requirements.

Application for consideration should be forwarded to:

South African Weather Service

Mr Jannie stander

jannie.stander@weathersa.co.za

Clearly marked as subject of the email: SAWS – Forecaster competency course 2023

Copy to:

Education and Training Office

WMO

[fel@wmo.int](mailto:fel@wmo.int)

Deadlines for application: **23 June 2023** (SAWS) and **30 June 2023** (WMO).

The first group will be notified on the **7 July 2023**.

The second group will be notified on the **28 July 2023**.

# South African Weather Service

## APPLICATION FORM:

Note: Please read the Notes and Instructions on the last page before completing this application form.

### A: PERSONAL

1. **Surname:** \_\_\_\_\_

2. **First Names:** \_\_\_\_\_

3. **Country:** \_\_\_\_\_

4. **Date of birth:** Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

5. **Passport Number:**

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6. **Gender:**

Male {      }

Female {     }

### 7. Preferred date for course

Course dates	Yes	No
31 July to 25 Aug		
4 Sep to 29 Sep 2023		

8. **Do you have a disability?** Yes {   } No {   }

If yes, please specify: \_\_\_\_\_

9. **Name of your present or past University** (if Applicable): \_\_\_\_\_

10. **Permanent home address in full:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. **Cell no:** \_\_\_\_\_

12. **e-mail:** \_\_\_\_\_

**13. Postal address for future correspondence**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**14. Contact number of work if applicable.**

Name: \_\_\_\_\_

Tel No. \_\_\_\_\_

Dialing code \_\_\_\_\_

Relationship \_\_\_\_\_

**B: EDUCATION**

**1. Have you undertaken or are currently undertaking any post-secondary school studies?** Yes { } No { }

If yes: please complete the following:

Diploma/Degree: \_\_\_\_\_

Year in which you started this diploma/degree \_\_\_\_\_

Present year of study \_\_\_\_\_

Subjects you will take or have taken in the final year.

\_\_\_\_\_

\_\_\_\_\_

**2. Have you completed your BIP-M qualification, please add the following:**

Degree: \_\_\_\_\_

Final study year: \_\_\_\_\_

Name of University: \_\_\_\_\_

Main Subjects	year	%
Mathematics		
Physical Science		

**PLEASE ATTACH YOUR FULL ACADEMIC RECORD TO DATE.**

**C: GENERAL**

**1. Give details of forecasting work experience**

Name of organization	Starting and end date	Brief description of role and responsibilities	Reason for leaving

**2. Write a brief statement setting out clearly why you have chosen this Forecasting course and how you intend to use it after graduation.**

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I declare that to the best of my knowledge all the information on this form is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:



## Notes and Instructions:

Please read these notes and instructions carefully before completing this application form. Be sure to read every section and that the information you provide is accurate.

1. Incomplete application forms will not be considered.
2. Closing dates for the application dates are published and will be strictly adhered to.
3. You must supply all the information requested, or explain why you cannot provide it
4. Attach certified copies of all results requested that is:  
University results
5. A certified copy of the passport document must be included in the application.
6. Successful candidates will be contacted by phone or email. Make sure that your contact details are correct.