



GOVERNMENT VACANCY

JOB TITLE: Community Preparedness Manager

DEPARTMENT: Department of Emergencies and Disaster Management

MINISTRY: National Security Secretariat

LOCATION: The job is based in Providenciales (with oversight of multi-island operations). At the discretion of Head of Department may be relocated to another part of the Turks and Caicos Islands.

JOB SUMMARY

The post holder is responsible for developing, implementing, and overseeing community-based disaster risk reduction and emergency preparedness programs across all islands of the TCI. The Manager provides strategic direction and operational supervision to Community Preparedness Officers stationed on each island, ensuring a coordinated, consistent, and effective approach to community resilience throughout the Turks and Caicos Islands.

KEY DUTIES AND RESPONSIBILITIES:

CORE FUNCTIONS:

Community Engagement and Education

1. Develop and manage the Department of Disaster Management and Emergencies Community Preparedness Programme in Turks and Caicos Islands.
2. Develop language and culturally appropriate preparedness materials for the diverse communities.
3. Lead the design and rollout of community preparedness campaigns, and disaster preparedness drills at the community and island levels.
4. Foster partnerships with community leaders, civil society organizations, schools, faith-based groups, and local government bodies.
5. Ensure the inclusion of vulnerable populations — including the elderly, persons with disabilities, and youth — in preparedness planning.
6. Assist in organizing national, district and community-based simulation exercises.
7. Guiding and facilitating community disaster committees including the formation of the new committees.

Planning and Policy Development





HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

1. Facilitate the development and updating of Community Preparedness/Disaster Plans and Island Emergency Preparedness Plans in collaboration with Community Preparedness Officers.
2. Contribute to the development of national emergency management policies, SOPs, and legislative frameworks.
3. Propose community preparedness initiatives that can be integrated into broader national disaster risk management strategies.
4. Collate community profiles and socio-economic data on vulnerable communities, that can be incorporated in community and national planning and policies.
5. Prepare periodic progress reports, briefing notes, and presentations for senior management and government officials.

Multi-Island Community Preparedness Management

1. Maintain accurate records of all island-level preparedness activities, budget expenditures, and outcomes.
2. Oversee and coordinate the work of Community Preparedness Officers across all islands, ensuring alignment with national preparedness frameworks and local community needs.
3. Conduct regular field visits and virtual check-ins with Community Preparedness Officers to monitor program delivery, resolve operational challenges, and provide guidance.
4. Develop standardized preparedness protocols, tools, and resources for use by officers across all islands.
5. Establish and maintain performance workplan for officers throughout the year and conducting annual performance appraisals at the end of each financial year.
6. Identify in collaboration with Community Preparedness Officers training programs needs for island and community volunteers. Prepare a needs report for the Training Unit.
7. Identify capacity gaps across island offices and coordinate targeted professional development interventions.
8. Establish with support from the Community Preparedness Officers Community Emergency Response Teams (CERTs) on each island.

Emergency Response Support

1. Provide operational oversight to island officers during activations and post-disaster recovery phases.
2. Conduct after-action reviews following emergency events to capture lessons learned and improve future preparedness.

MINIMUM QUALIFICATIONS & EXPERIENCE:





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The incumbent must possess sound theoretical and practical knowledge of environmental hazards and disaster management concepts, policies and functions. The incumbent must also possess effective interpersonal and conflict resolution skills; excellent negotiation, organizational, analytical, interpretative; oral, written and presentation skills. The incumbent should be familiar with international and regional disaster agencies. Previous Management experience in Disaster Management would be an asset.

QUALIFICATIONS:

Bachelor's degree in the field of Emergency/Disaster Management, Environmental Science, Public Administration, Public Health and Social Sciences, Urban Planning or related field is required.

Master's degree in a relevant discipline would be an asset.

EXPERIENCE:

A minimum of three (3) years' working experience in a related field and demonstrated experience in the field of disaster/emergency management in coordinating a wide range of operational activities and evidence of relevant specialized training.

SALARY: GRADE 7.1 - \$54,670 per annum plus allowances

