



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

**JOB TITLE:** Community Preparedness Officer

**DEPARTMENT:** Department of Emergencies and Disaster Management

**MINISTRY:** National Security Secretariat

**LOCATION:** South Caicos

### **JOB SUMMARY:**

The job holder assists in managing the Department's Community Preparedness, Shelter and volunteer Management Programmes in collaboration with government departments, private sector and voluntary organizations.

### **KEY DUTIES AND RESPONSIBILITIES:**

1. Assist in developing and managing the Department of Disaster Management and Emergencies Community Preparedness Programme in the Turks and Caicos Islands with direct responsibility.
2. Work closely with the Public Information and Training Unit to deliver public awareness/information/education campaigns throughout the various communities in the TCI.
3. Develop tools and identifies resources to support the overall preparedness of residents throughout the communities in TCI.
4. Assist in guiding and facilitating community disaster committees including the formation of the new committees.
5. Assist in the development of community disaster plans
6. Assist in collating basic community profiles and socio-economic data on vulnerable communities.
7. Networking with the private sector, public sector, non-governmental organisations and voluntary groups on disaster preparedness and response activities.
8. Assist in maintaining an inventory of emergency supplies available for community emergency response.
9. Serve as a liaison for the DDME on Shelter, Volunteer Management and Relief Distribution Committees for South Caicos, North and Middle Caicos
10. Ensure that annual shelter inspections are carried out and that audit assessment are prepared by Public Works Department on the status of public shelters in your respective Island/s and gaps are identified and documented.
11. Assist in developing and maintaining island Shelter Database.
12. Assist in developing and maintaining island Volunteer Database.
13. Assist in organizing district and community-based simulation exercises.
14. Assist in formulating a Community Based Programme for the Turks and Caicos Islands





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15. Arrange necessary training for community groups as necessary
16. Facilitate the design, update and support the National Volunteer Programme and TCERT
17. Adhere to all Public Service rules and regulations
18. Perform other related tasks as assigned.

## DURING PERIODS OF EMERGENCIES

1. Supervise the maintenance of a register of attendees at District EOCs and community-based command posts.
2. Coordinate the dissemination of shelter registration forms and deployment of Shelter Managers to designated public shelters.
3. Ensure that the Operations Room is adequately staffed, relevant stationery made available and communications systems are up and running. Also ensure that by extension food and other welfare arrangements are in place.
4. Act as the chief liaison officer for shelters and logistics in relation to welfare and relief.
5. Coordinate Initial Damage Assessment (IDA) Teams
6. Ensure that the Island Disaster Committee meets prior to and after any significant event for slow to medium onset natural or man-made threats.

## QUALIFICATIONS and EXPERIENCE:

### Qualifications:

A Minimum of a Bachelor's degree in the field of emergency/disaster management/environmental management/urban planning or related field.

Certifications in various disaster management field would also be an asset; such as:

- Incident Command Systems (ICS);
- Emergency Operations Management;
- Community Emergency Response Team (CERT);
- Shelter Management;
- Search and Rescue;
- Safe School Programme;
- Business Continuity;
- Damage Assessment, Damage and Loss Assessment, Post Damage Assessment and Needs Analysis.
- Certificate in Training of Trainers

### Experience:

The position requires a minimum of three (3) years' experience in the field of disaster or environmental management and at least two (2) years' experience in community preparedness field. Any equivalent combination of experience and training.





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## **SALARY: Grade 6.1 - \$45,992.00 per annum**

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

**Current serving officers must apply through their Head of Department.**

**Applications without all supporting documents will not be processed.**

**We thank all applicants for their interest, however, only persons selected for an interview will be contacted.**

