



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB REFERENCE NO:

JOB TITLE: Director - Disaster Management & Emergencies
DEPARTMENT: Department of Emergencies and Disaster Management

MINISTRY: Ministry of Immigration and Border Services

LOCATION: The job is based in Providenciales but at the discretion of TCIG may be relocated to another part of TCI. Travel within TCI will be required

JOB SUMMARY:

Responsible for planning, organizing, directing, controlling and coordinating the work and supervising staff of the Department of Disaster Management and Emergencies. In particular, responsible for ensuring that the capability exists, to respond, rapidly and effectively, to a national disaster and major emergencies thereby minimizing human suffering and loss of life and property.

The Director is also responsible for advising the Governor and the National Disaster Management Committee (NDMC) on matters pertaining to disaster management in accordance with the Disaster legislation, informing him whenever a disaster is imminent and advising him whether or not to declare a state of disaster/emergency in accordance with Emergency Powers Act. His/her duties and responsibilities also involve: providing specialized, technical advice to other government agencies, local authorities, and private organizations on disaster management matters and the development/implementation of contingency plans.

TASKS AND RESPONSIBILITIES:

Disaster Management Functions

1. Develop appropriate systems and procedures for handling various types of disasters.
2. Establish protocol for activating the NEOC/EOC.
3. Draft protocol for NEOC subcommittees.
4. Draft MOU/MOA for acquisitioning properties (hotels, apartments etc) for use as shelters or emergency operation centres.
5. Ensure the establishment and maintenance of an efficient emergency communication and early warning system in DDME.
6. Organize the testing of emergency plans and the training of personnel through periodic simulation exercises.





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7. Draft proposals for accessing grants for the procurement of equipment for hazard management for submission to national, regional and international partners.
8. Provide technical support to the development of disaster management plans and programmes for implementation at all levels of the society.
9. Develop and recommend to the Government national policies to foster and promote the mitigation of, preparedness for, response to and recovery from, emergencies and disasters in the Country;
10. Advise government on the formulation of policies relating to disaster management, and ensuring that all staff in the department is aware of these policies.
11. Develop public awareness of the need for disaster management and initiating programmes at various levels.
12. Ensure implementation of a comprehensive training programme for both permanent and volunteer personnel.
13. Advise the Governor, when a disaster appears imminent and has been forecasted by the appropriate responsible organizations or individuals and recommending that a state of alert be declared, a public warning be issued; and evacuation orders be issued for high risk areas. Implement appropriate response operations and directing activities appropriate to the situation as specified in the NDMP and contingency plans arising from it.
14. Liaise with persons and organizations within and outside the Country for the purpose of establishing agreements, exchanging information and facilitating the harmonization of the policies of such persons and organizations with those of the Government relating to the prevention and mitigation of, preparedness for, Response to and recovery from, Emergencies and disasters in the Country.
15. Represent the TCI on Regional meetings/Conferences related to Disaster Management and serve as a board member on the CDEMA mechanism.

Other tasks and responsibilities

16. Develop departmental policies, objectives and procedures for DDME and ensuring that they are communicated in writing to all staff in the department.
17. Provide staff with clear written statements of their duties and responsibilities in the form of job descriptions and delegating to them authority commensurate with responsibility for performing their functions.
18. Direct and provide technical and general guidance to Programme Managers in the performance of their duties and requiring them to submit objectives for their respective programme areas as well as reports on their progress of work.
19. Establish departmental priorities and developing programme schedule and target dates in accordance with the Department's objectives.
20. Direct and coordinate the preparation of the Department's annual budget, work programme, annual report and CDM Strategic Plan and Results Framework.
21. Coordinate and approve vacation leave and travelling itineraries of staff and certifying travelling claims submitted.





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22. Develop, promulgate and apply, in conjunction with the Human Resource Directorate, criteria for recruitment, selection and appointment of staff by means of in-service training programmes and their attendance at courses, seminars, conferences and post-graduate training.
23. Conduct gap analysis of staff and make recommendation as appropriate to the Ministry and HR Directorate.
24. Undertake/oversee performance evaluation of all staff and also reviewing the performance of all staff.
25. Review staff TOR/update and make recommendations for improvements in terms of structure, employment policy, recruitment policy as per norm in other OCTs or the region. Convening regular staff meetings and, when necessary, emergency staff meetings to discuss job scheduling and any problems encountered, review progress towards achievement of objectives and to foster an awareness and appreciation of the relationship between staff members.
26. Serve as Accounting Officer in ensuring that funds are in keeping with allocations provided and supervise the disbursement of funds.
27. Develop reports and proposals as requested by Governor, Deputy Governor, Premier, or Permanent/Deputy Secretary on Disaster Management related matters.
28. Adhere to all Public Service codes, rules and regulations.
29. Perform other related tasks as assigned.

Emergency Response Functions

30. In the event of an emergency/disaster, the Director is expected to take full control of the National Emergency Operations Centre (NEOC) in accordance with the guidelines outlined in the National Disaster Management Plan.

QUALIFICATIONS and EXPERIENCE:

Qualifications:

- A post graduate degree or diploma in any of the following fields – Disaster Management, Natural Resource Management or any related field or a Bachelor's degree in the field of Disaster/Emergency Administration and Management and a technical background and training in any discipline relating to earth sciences such as seismology, hydrology, or geology as well as a good understanding of existing social, political and economic factors.
- Qualifications in the field of Management are desirable.

Experience:

- Five (5) years' experience in broad operations management and have the ability to use his/her initiative in challenging situations, as well as the ability to get things done. Proficiency in a second language would be desirable.





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SALARY: Grade 10.1 - \$73,185.00 per annum

Application procedure

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.

