



GOVERNMENT VACANCY

JOB REFERENCE NO:

JOB TITLE: Hazard Mitigation Officer

MINISTRY: National Security Secretariat

DEPARTMENT: Disaster Management and Emergencies (DDME)

LOCATION: The position is based in Providenciales, but at the discretion of the TCIG may be relocated to another island of the TCI.

REPORTS TO: Hazard Mitigation and GIS Manager

JOB SUMMARY:

Under the direction of the Hazard Mitigation Manager the Hazard Mitigation Officer is responsible for assisting the administration of the Department's Mitigation & Planning Programme; which involves analyzing hazard data utilizing GIS software, developing hazard maps for the implementation of national pre-disaster planning and prevention measures, and recommend mitigation measures to support sustainable development and planning in the Territory.

The incumbent of the post is also responsible for assisting with the implementation of physical and contingency plans and scientific programmes and studies; and ensuring the existence of adequate emergency standards and planning and building regulations for the protection of the public and for reducing the physical impact of hazards on the built and natural environment.

The incumbent in this position will be responsible for the administration of the Department's Hazard Mitigation & Planning Programme; which involves analysing hazard data for the implementation of national pre-disaster planning and prevention measures, and recommend mitigation measures to support sustainable development and planning in the country.

Performs any other duties assigned by the Head of Department.

KEY DUTIES AND RESPONSIBILITIES:

1. Collecting and analyzing local and regional hazard data utilizing GIS software as it relates to mitigation





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2. Planning and prevention and ensuring that such findings are utilized to reduce hazard impacts on the built environment.
3. Assist in the implementation and monitoring of mitigation measures at the national and island/community level.
4. Maintain close liaison with public sector agencies and other organizations involved in scientific monitoring, hazard mitigation planning, and where necessary, supplying such organizations with data and the results of research conducted by the DDME.
5. Prepare and distribute maps with related natural science data and other related material among agencies concerned while ensuring maintenance of in- house records on maps and computerized systems on a continual basis.
6. Examine and analyze the vulnerability of the essential utilities, critical facilities, lifelines economic infrastructure, land use practices, vulnerable settlements and bio geo-physical assets in order to prescribe remedial measures that will ensure the continued operation or protection of these services and utilities in times of emergencies or disasters.
7. Assist in the establishment of an effective and efficient scientific monitoring information, data storage and retrieval system preferably on a Geographic Information System (GIS) and assist other agencies in coordination of National GIS data through the National Geo-database.
8. Assisting with, designing and promoting the implementation of scientific and technical programmes to provide adequate monitoring and warning of disaster agents.
9. Undertake Hazard and Vulnerability Assessments for development applications submitted to Planning Authority for approval and promote the integration of hazard map use for effective decision making.
10. Support the drafting and updating of the National Oil Spill Plan, and the development of standards and plans for the storage of hazardous material in the Turks and Caicos Islands.
11. Undertake Hazard and Vulnerability Assessments for development applications submitted to Planning Authority for approval.
12. Conduct field assessments to corroborate and reinforce the hazard data available
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14. Assist in undertaking administrative related tasks in the Department as might be requested or assigned by the Director.
15. Support the planning and executing of Simulation Exercises.
16. Support the community-based interventions Re Hazard and Vulnerability Assessments and Hazard Mapping.
17. Compile and maintain National Disaster Catalogue of natural and anthropogenic hazards that have affected the Turks and Caicos Islands.
18. Keep inventory and boundary records of existing communities in the Turks and Caicos Islands in conjunction with the Survey and Mapping Department.
19. Support the creation of a Standard Methodology for the use of Hazard Maps across the sectors and support the formulation of Policy in support of this activity.
20. Assist with the establishment and updating of Vulnerability Indexes for Schools and Hospitals throughout the Turks and Caicos Islands.
21. Liaise with other technical and scientific agencies accessing information.





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22. When the NEOC is placed on standby, the Hazard Mitigation Officer is expected to assist in carrying out the following functions;
- Provide scientific and technical data on the hazard being dealt with
 - Provide forecast and projections and likely scenarios that the NEOC may be required to face and respond to
 - Assist in the preparation of Situation Reports and carry out other functions as outlined in the National Disaster Management Plan.
 - Assist other agencies and perform damage assessment after impact
23. Other duties as assigned by the Director.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Bachelor's Degree in land-based discipline e.g. Geography/Geology, Environmental Management, Physical Planning, Civil/Structural/Geological Engineering, related field or equivalent.
- Knowledge of GIS would be an additional asset.
- A valid driver's license.

The position requires a minimum of three (3) years' experience in the field of GIS related to technical analysis, planning, engineering, or environmental science.

Advanced training in aspects of disaster management, specific to natural science and mitigation and planning, and training or experiences in project preparation and management.

SALARY: GRADE 6 - \$34,751.60 per annum plus Allowances

