



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: Hazard Mitigation and GIS Manager

MINISTRY: National Security Secretariat

DEPARTMENT: Disaster Management and Emergencies (DDME)

LOCATION: Providenciales

JOB SUMMARY:

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.

KEY DUTIES AND RESPONSIBILITIES:

1. Collecting and analyzing local and regional hazard data utilizing GIS software as it relates to mitigation planning and prevention and ensuring that such findings are utilized to reduce hazard impact on the built environment.
2. Assist in the implementation and monitoring of the mitigation measures.
3. Maintain close liaison with public sector agencies and other organizations involved in scientific monitoring, hazard mitigation planning, and where necessary, supplying such organizations through the STPM with data and the results of research conducted by the DDME.
4. Prepare and distribute maps—with related natural science data and other related material—among agencies concerned, ensuring maintenance of in-house records on maps and computerized systems on a continuing basis.
5. Examine and analyze the vulnerability of the essential utilities, critical facilities and lifelines in order to prescribe remedial measures that will ensure the continued operation of these services and utilities in times of emergencies or disasters.
6. Ensure 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.
7. Identifying areas in urban, regional and national levels where there is urgent need for additional scientific knowledge and information and directing the research and survey activities in these areas.
8. Promoting, designing and assisting with 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.
10. Conduct field assessments to corroborate and reinforce the hazard data available.
11. When the NEOC is placed on standby, the Hazard Mitigation and GIS Specialist is expected to assist in carrying out the following functions;





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- a. Provide scientific and technical data on the hazard being dealt with
 - b. Provide forecast and projections and likely scenarios that the NEOC may be required to face and respond to
 - c. Prepare Situation reports and carry out other functions as outlined in the NDMP.
 - d. Assist other agencies and perform damage assessment after impact
1. Develop standards for hazard prone areas.
 1. Manage the production of integrated hazard /susceptibility maps that assess the interaction of multiple natural hazards, on critical facilities as well as show the vulnerable human settlements in the communities taking into account the influence of human activities.
 2. Manage the development of hazard maps with the requisite return periods for hurricanes and storm surges utilising the most up to date technologies.
 3. Liaise with research based institutions in the region and internationally to collect or acquire bathymetric data on the Turks and Caicos Islands to inform Tsunami and Storm Surge modelling.
 4. Manage the National Geo-Database of the Turks and Caicos Islands and schedule regular maintenance of the system.
 5. Identifying areas in urban, regional and national levels where there is urgent need for additional scientific knowledge and information and directing the research and survey activities in these areas.
 6. Create an enabling environment for the development of policy / legislation that mandates the preparation, publication and revision of hazard and vulnerability assessments for all vulnerable communities within the Turks and Caicos Islands as well as a policy that mandates hazard monitoring and forecasting for all communities
 7. Interface with regional research based entities to develop national capacity at the national, island and community –based levels in hazard monitoring and forecasting.
 8. Design training programmes to strengthen national capacity for hazard monitoring and forecasting.
 9. Develop procedures for monitoring and evaluating the effectiveness of hazard mapping and assessment and forecasting the behaviour of natural hazards
 10. Developing or adopt recognised scientific methodology for effective hazard monitoring and reliability of data. Develop the capacity to build multiple scenarios using the outputs of the hazard monitoring and forecasting.
 11. Ensure that monitoring mechanisms are stored and managed effectively
 12. Convene consultations to monitor the effectiveness of hazard monitoring and forecasting programmes?
 13. Support the development of a National GIS Policy in the Turks and Caicos Islands.
 14. Develop a detailed Damage Assessment Plan to counter the effects of likely disasters.
 15. Develop a National Vulnerability Index for schools and hospitals throughout the TCI.
 16. Explore avenues for establishing a National Risk Atlas.
 17. Update the National Oil Spill Plan, and the development of standards and plans for the storage of hazardous material in the Turks and Caicos' Islands.
 18. Support the planning and execution of Simulation Exercises.
 19. Performs any other duties assigned by the Head of Department.
2. Adhere to all Public Service codes, rules and regulations.





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MINIMUM QUALIFICATIONS & EXPERIENCE:

- A Bachelor's degree in Science in Geography/Geology, Environmental Resource Management, Risk Management, land based discipline, e.g. Geology, Physical Planning Civil/Structural/Geological Engineering, a Master of Science (MSC.) is a desirable.
- Knowledge of GIS is a requirement.
- A minimum of five (5) years' experience in the field of Planning, GIS, Engineering, or Environmental Science.

SALARY: GRADE 7 \$54,670.00 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.

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

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

