



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: Radio and Telecommunications Manager

DEPARTMENT: Department of Emergencies and Disaster Management

MINISTRY: National Security Secretariat

LOCATION: Providenciales

JOB SUMMARY:

Under the direction of the Director of the Department of Disaster Management and Emergencies (DDME) the Radio and Telecommunications Manager is responsible for maintenance and repair of all DDME emergency communication equipment, as well as receiving and transmitting communication. The Radio Telecommunications Manager will build and maintain a reliable Communication Infrastructure that will support the objectives and priorities of the DOME in the most cost-effective manner, while maintaining a high standard of quality and functionality.

KEY DUTIES AND RESPONSIBILITIES:

1. Responsible for the day-to-day management and operations of the National Emergency Operations Communications System (NEOCS).
2. Responsible for identifying and managing upgrades, enhancements and revisions to the NEOCS.
3. Identify, report and resolve problems regarding emergency radio equipment, satellite communications systems, audio and video equipment and computerized monitoring emergency warning and notification systems, complex microprocessor and computer-based equipment, e.g., digital and analog microwave and two-way radio systems, to ensure operability.
4. Maintain Government-owned radio tower site equipment including but not limited to scheduled tower inspections and general maintenance of emergency generator and related equipment.
5. Provide liaison functions for contractors and vendors, perform oversight for contracted tasks, provide supervision of bids for contract services and assist other Government Departments with radio related trouble-shooting, occasional installation, and repair of communication equipment as directed.
6. Operate VHF & HF radios, SAT-phones, BGAN, conduct tests with disaster related agencies (local/regional) and maintain operations log book.
7. As requested by the Director, travel within the Turks and Caicos Islands to assist in the operation of telecommunications systems;
8. In conjunction with the Radio Technician Officer, ensure accountability for all telecommunications equipment.
9. Assist in the development/updating of the:
 - National Emergency Operations Communications Policy





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

- Emergency Telecommunications Plan; and
 - Standard Operating Procedures for the Radio Room and Radio Checks;
 - Business Continuity Management for Emergency Communications
10. Provide technical support in the setting up of antennas and mobile communication units during field exercises;
 11. Liaises with Regional and International institutions such as CDEMA, to ensure uniformity in approach and procedures;
 12. Assume responsibility for implementation and management of an Early Warning System (EWS) for the Turks and Caicos Islands (TCI) which meets international standards and satisfies the requirements of the Disaster Management Ordinance 2015;
 13. Advise the Director of needs for upgrade, revision, procurement or analysis of the Early Warning System on an ongoing basis.
 14. Suggest alternate forms of communications if problems deem it necessary to ensure continued operations and take corrective action to return all equipment to serviceability for DOME.
 15. Manage and supervise all technical projects being implemented as part of the departments' infrastructure and where needed carry out the complete installation and commissioning of the equipment.
 16. Perform other related tasks as assigned.
 17. Adhere to all Public Service codes, rules and regulations

DURING EMERGENCIES

1. In the event that the NEOC is activated, serve as the Emergency Communications Manager and ensure that the communications center is manned and all the communications facilities are operational per stated procedures.
2. Be on call (24 hours) during hurricane season; this includes maintaining radio watch and monitoring primary frequencies on portable radio assigned, standby for NEOC activation etc.
3. In a disaster if the network is damaged identify and arrange to provide alternate forms of communications (voice, Fax, Data, Video). Ensure the return of the network to a viable state.
4. Assist the Joint Information, Communications and Media Management Subcommittee in dispatching radio communication to the general public in order to ensure greater response.
5. Report any malfunctioning radio equipment or repairs needed to the Director, DDME
6. Maintain radio communication with CDEMA or any of its Participating States.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- A Bachelor Degree/ Associate Degree/Post Graduate Degree/Diploma in Computer Science/Electrical Engineering/Electronics or related field or related Certificates in:
 1. Certificates in Telecommunications Radio Communication
 2. Certification in Radio Equipment management and repairs will be an asset
 3. A certificate in amateur radio communication will be an asset
 4. Certificate in computer repairs and maintenance
 5. Certificate in Emergency Telecommunications
- Understanding of Comprehensive Disaster Management is an asset

Experience:





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

- Minimum of (10) ten years' relevant experience with radio/emergency communication system maintenance required.
- Systems Analysis and or systems engineering
- Programming (Information Technology)
- Radio Programming/ Maintenance
- Experience in the field of Mass Communications would be an asset.
- Supervisory experience will be an asset.

SALARY: Grade 7.1 -\$54,669.96 per annum plus allowances

