



OFFICE OF THE PUBLIC SERVICE MANAGEMENT

Excellence in Public Service

Vacancy Notice

Job Title: Director of Disaster Management

SUMMARY OF DUTIES AND RESPONSIBILITIES:

An exciting opportunity awaits you in the Turks & Caicos Islands Government Service for the position of Director of Disaster Management.

This is a senior managerial position. The Director is responsible to the Governor and Minister responsible for Disaster Management for coordinating the National Policy relating to the mitigation of preparedness for response to and recovery from disaster and emergencies in the islands.

He/She coordinates and contributes to the implementation of government's disaster management policies, programs and projects. The person will develop, coordinate and monitor the implementation of appropriate strategies to reduce the country's vulnerability to hazards of all kinds; this includes the determination of long term risk reduction measures that can be incorporated in the development planning process. He/She will collaborate with all sectors of society to build a culture of risk reduction within the Turks and Caicos Islands. He/She will act as disaster management focal point with neighboring states, regional and international agencies so that the islands are included in and able to benefit from external disaster assistance and capacity raising programs.

This person will also assess and coordinate training activities to enhance disaster management capacities at all levels and within all sectors of the community.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- A post graduate degree in Social Sciences, or an equivalent qualification, and /or 5 or more years of professional experience in emergency response and disaster risk reduction issues
- Project management certification or at least (3) years project management work experience in a disaster management agency or similar organization
- Sound knowledge of emergency and disaster management concepts, programmes and practices. To include technical familiarity of hazards, chrematistics, forecasts and warnings.
- Experience in working in a National Disaster Office in the Caribbean
- Knowledge of the Comprehensive Disaster Management Strategy would be a distinct asset.

KNOWLEDGE AND SKILLS:

- Ability to efficiently utilize word processing, Microsoft projects and database management.
- Report writing, data acquisition and Analysis skills

- Good interpersonal and Communication Skills: Ability to communicate and relate effectively with persons at all levels

SALARY: \$39,960.00- 43,200.00 per annum

For person recruited outside the Turks and Islands a two or three year Extendable contract is offered. Other benefits offered in addition to basic salary include Transportation and Telephone Allowance, Housing Allowance, end-of-contract gratuity of 15% of salary; return passage for family of up to two children under the age of 16 years, duty free on the shipment of personal effects imported within six months of appointment.

Applicant's resume including contact number or email address, two letters of reference and a police certificate should be sent to the Permanent Secretary, Office of the Public Service Management, Grand Turk, and Turks and Caicos Islands. Fax (649) 946-1582. Email: recruitment@gov.tc Extension: 10318

ONLY SUITABLE CANDIDATES WILL BE ACKNOWLEDGED

