TURKS AND CAICOS ISLANDS PUBLIC SERVICE

JOB DESCRIPTION

DATE: April 2020

JOB TITLE: Community Preparedness Officer

GRADE: 6

MINISTRY/INSTITUTION: Ministry of Tourism, Environment, Heritage, Disaster Management and Gaming

DEPARTMENT/DIVISION: Department of Disaster Management and Emergencies

LOCATION: The job is based in South Caicos & North-Middle Caicos but at the discretion of the Head of Department may be relocated to another part of the Turks and Caicos Islands.

REPORTS TO: Community Preparedness Manager

SUPERVISES POSTS: NIL

PURPOSE OF JOB:
Assist in managing the Department’s Community Preparedness, Shelter and volunteer Management Programmes in collaboration with government departments, private sector and voluntary organizations.

TASKS AND RESPONSIBILITIES:

1. Assist in developing and managing the Department of Disaster Management and Emergencies Community Preparedness Programme in the Turks and Caicos Islands with direct responsibility for South Caicos or North and Middle Caicos.
2. Work closely with the Public Information and Training Unit to deliver public awareness/information/education campaigns throughout the various communities in the TCI.
3. Develop tools and identifies resources to support the overall preparedness of residents throughout the communities in TCI.
4. Assist in guiding and facilitating community disaster committees including the formation of the new committees.
5. Assist in the development of community disaster plans
6. Assist in collating basic community profiles and socio-economic data on vulnerable communities.
7. Networking with the private sector, public sector, non-governmental organisations and voluntary groups on disaster preparedness and response activities.
8. Assist in maintaining an inventory of emergency supplies available for community emergency response.
9. Serve as a liaison for the DDME on Shelter, Volunteer Management and Relief Distribution Committees for South Caicos, North and Middle Caicos.
10. Ensure that annual shelter inspections are carried out and that audit assessment are prepared by Public Works Department on the status of public shelters in your respective Island/s and gaps are identified and documented.
11. Assist in developing and maintaining island Shelter Database.
12. Assist in developing and maintaining island Volunteer Database.
14. Assist in formulating a Community Based Programme for the Turks and Caicos Islands
15. Arrange necessary training for community groups as necessary
16. Facilitate the design, update and support the National Volunteer Programme and TCERT
17. Adhere to all Public Service rules and regulations
18. Perform other related tasks as assigned.

DURING PERIODS OF EMERGENCIES
19. Supervise the maintenance of a register of attendees at District EOCs and community-based command posts.
20. Coordinate the dissemination of shelter registration forms and deployment of Shelter Managers to designated public shelters.
21. Ensure that the Operations Room is adequately staffed, relevant stationery made available and communications systems are up and running. Also ensure that by extension food and other welfare arrangements are in place.
22. Act as the chief liaison officer for shelters and logistics in relation to welfare and relief.
23. Coordinate Initial Damage Assessment (IDA) Teams
24. Ensure that the Island Disaster Committee meets prior to and after any significant event for slow to medium onset natural or man-made threats.

PERFORMANCE STANDARDS:

The job holder is performing duties effectively when:

• Community Disaster Management Programme is operational and visible
• Community Disaster Plans prepared and sanctioned by community
• Community Risk Management Committees exhibit ownership for the process and function as an arm of the Disaster Management Framework
• Shelter facilities deemed satisfactory and in a state of readiness
• Job Holder displays enthusiasm and is motivated to continually learn and experience new methodologies that can be transposed to the Turks and Caicos Experience.
• National Shelter and volunteer Database is available and retrievable.

WORKING RELATIONSHIPS:

Internal: The job holder liaises internally with Department of Disaster and Emergencies Staff as well as other staff within TCI Government such as Social Development, Public Works Department, District Commissioners, Red Cross, ADRA, Salvation Army, Gender Unit, Central Processing Unit among others.

External: The job holder liaises externally with community based organisations, the TCERT, TSART, the public, private sectors and NGOs etc. The job holder will be required to represent the Department and on occasions the Government in relevant national and international forums.

JOB DIMENSIONS:

Supervision received: The job holder is directly supervised by the Community Preparedness Manager of Disaster Management and will receive general direction in terms of key strategies and objectives from that office.

Supervision given: The job holder will not supervise any other member of staff in the Department unless otherwise authorised.

Independence of action, authority and decision making: The job holder will make day-to-day decisions within the Unit. Written recommendations as it relates to the improvement of the Community Based and Shelter Management Programmes will be accommodated. This is subject to the ratification of the Community Preparedness Manager. In emergency situations, where problems and situation may arise which require rapid decision making the Community Preparedness Officer will be allowed to make these decisions as it relates to the safety of the populace and utilise whatever means of communication available to report actions taken.

As it relates to day to day functioning of his/her duties the Job holder is expected to exercise his/her discretion in solving routine problems.
Accountability - scope and impact: This job represents national supervision for the Community-based and Shelter and Welfare Programmes in the Turks and Caicos Islands. It is therefore a crucial position in terms of job function to ensure:

- Inspection of shelters
- Shelter Database is accessible
- Community disaster management groups are meeting and functioning
- Community education programmes as it relates to disaster risk management supported

The job is responsible for ensuring an effective and efficient Community based programme as well as an efficient Shelter Management Programme. The job holder will provide support and direction in the planning of and implementation of relevant programs and activities.

KNOWLEDGE AND SKILLS:

- Knowledge of Community Disaster Risk Management (CDRM)
- Excellent Computer Skills (Microsoft Office Suite)
- Good written and verbal communication skills
- Public Speaking an asset

QUALIFICATIONS and EXPERIENCE:

Qualifications:

- A Minimum of a Bachelor’s degree in the field of emergency/disaster management/environmental management/urban planning or related field.

Experience:

- A minimum of two (2) years’ working experience in disaster/broad emergency field but candidates with experience in community preparedness field would be preferred.

WORKING CONDITIONS:

Hours of work: The job holder is expected to work the normal hours of work as prescribed by the rules. There may be periods of emergencies where the job holder is expected to work extended hours. There will be inter-island and possibly regional and international travel required.
Physical environment and/or risks associated with the job: This job is performed in an office environment as well as considerable time spent in the field conducting field operations. The job holder may be exposed to some risks whilst in the field such as flooding, damaged buildings and infrastructure, diseases, etc.

Physical demands: There are physical demands associated with this job. Also the officer is expected to conduct inter-island travel by land, sea and air and as a result there are associated risks with the position.

Tools and equipment required to do the job:
- Computer
- Computer software
- Printer
- Telephone
- Maps of the Turks and Caicos Islands
- Personal Protective Equipment (PPEs)
- Reliable motor vehicle
- Alternative Radio device
- Cell phone (to be supplied by job holder)

SIGNATURE OF JOB HOLDER:
I have read the above and understand it is intended to describe the general content of and requirements for performing this job rather than an exhaustive statement of duties, responsibilities or requirements. I have been given a copy of this job description.

I confirm that I have read, understood and signed the Code of Conduct for public servants.

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JOB HOLDER (PRINT NAME)  DATE

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JOB HOLDER (SIGNATURE)  SIGNATURE OF DIRECT SUPERVISOR:
DIRECT SUPERVISOR (PRINT NAME)  DATE

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DIRECT SUPERVISOR (SIGNATURE)