DATE: May 2020

JOB TITLE: Deputy Director

GRADE:

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

DEPARTMENT: Department of Disaster Management and Emergencies

LOCATION: The job is based in Grand Turk but at the discretion of the Head of Department may be relocated to another part of TCI.

REPORTS TO: Director, Disaster Management and Emergencies

SUPERVISES POSTS:

Directly: Community Preparedness Manager, Hazard Mitigation & GIS Manager, Training & Education Manager

Indirectly: Public Relations Officer, Radio Technician Officer and Training Officer

PURPOSE OF JOB:
Responsible for planning, organizing, directing, controlling and coordinating the functions of the work and staff of the Department and Emergency Operations.

Assist in the effective implementation of measures for the effective management of the operational programme, and operational readiness of the National Emergency Operations Centre (NEOC) through the integration and collaboration of other sectors.
CORE FUNCTIONS:

1. Provide technical advice and recommendations to the Director on emergency and disaster management matters to facilitate strategic decision-making.
2. Act as liaison for the Director to national, regional and international organizations and bodies.
3. Support the Management of the operations and administration of the DDME for the achievement of departmental objectives.
4. Ensure oversight and co-ordination of the programmes aimed at reducing all hazard risks and building national capacities in all disaster phases; mitigation, preparedness, response and recovery.
5. Support the Director in the operation of the National Emergency Operations Centre (NEOC) and in particular ensures an adequate flow of information between disaster sites and the Centre.
6. To report on the utilization of the financial resources allocated to the Department of Disaster Management and Emergencies.

KEY TASKS AND RESPONSIBILITIES:

1. Coordinate the activities of Government, voluntary and private agencies in the development of Disaster Plans and implementation of programmes related to Disaster Management.
2. Organise and or conduct risk assessments for at-risk and/or vulnerable locations as per Disaster Management legislation.
3. Participate in the development and maintenance of appropriate systems, procedures and records for the management of the DDME and NEOC’s resources.
4. Assist in the development and the update of the five (5) year draft work programme for the Department as required.
5. Prepare quarterly reports in accordance with agreed procedures.
6. Liaise closely with all Programme Officers/ Managers to obtain and discuss plans for coping with disaster situations.
7. Recommend procurement, within budgetary allocation, of goods and services necessary for efficient administration and effective execution of the DDME’s work programme.
9. Serve as the DDME’s technical advisor to one or more Working Groups of the National Disaster Management Committee (NDMC) and facilitate periodic reviews and updates of their sector plans.
10. Provide advice and support regarding business continuity to the Government of the Turks and Caicos Islands, Statutory and private sector in order that they can remain functional in the event of an emergency.
11. Assist with the development of new policies and procedures as necessary in accordance with the Disaster Management legislation and associated regulations.

12. Updates and maintains the Department’s Internal Disaster Management Plan and Strategic Framework.

13. Updates and maintains the sections of the National Disaster Management Plan that pertains to the Operations of the EOC.


15. Maintains close liaison with regional and international response agencies and identify areas where mutual aid agreements can be established for Emergency Operations and Response.

16. Delivers lectures on disaster operation measures at training courses conducted by the Training and Education and Community Preparedness Unit.

17. Visit Government, private and voluntary organizations to assess preparedness arrangements and, where necessary, make suggestions for improvements.

18. Prepare and deliver Disaster Management presentations to Government Departments, other public and private sector agencies and volunteer organizations as requested.

19. Work with Committees and communities to establish, guide and facilitate capacity building and response groups.

20. Represent the Director at Departmental meetings and other forum as requested.

21. Assist the Director with ensuring that the Department adheres to Regional and International Frameworks/Conventions.

22. Facilitate and evaluate performance of staff.

23. Conducts regular staff meetings to discuss the work of the Unit and to discuss any problems that may arise.

24. Prepares and submits monthly progress reports on the work of the Unit to the Director.

25. As directed, reviews monthly progress reports submitted by Programme managers/Officers and take corrective actions where necessary.


27. As directed, manages Department’s Budget and supervises the disbursement of funds

28. Deputizes for the Director during his/her absence from duty.

29. Performs any other functions in support of the Director and the DDME which may be assigned from time to time.
PERFORMANCE STANDARDS:
The job holder is performing duties effectively when:

- Demonstrated administrative and human management skills.
- Timely achievement of set work targets.
- Timely completion of appraisal reports.
- Technical accuracy and general quality of assignment.
- Skilled at Project Management and Multitasking.
- Knowledge, understanding and the effective application of the DDME’s policies and related legislation and agreements.
- Technical accuracy, quality of programme outputs and effectiveness.
- Effective N/EOC response and emergency duty completion.
- Effective teamwork and motivational skills.
- Flexibility in assignment(s) based on Department needs, priorities and requirements.
- Reliability and Performance as On Call Duty Officer

WORKING RELATIONSHIPS:

Internal: In discharging the responsibilities of his/her post, the Deputy Director through the Director is required to establish and maintain contact with Permanent Secretaries, Heads of Departments or agencies and statutory organizations which have been assigned disaster management functions, officials of voluntary organizations, heads of private firms, principals of schools and other agencies to discuss and agree on arrangements for the use of facilities and resources in times of disasters, senior personnel in airlines to discuss contingency plans for air freighting relief supplies abroad in the event of such a necessity, the Comptroller of Customs regarding arrangement for clearing relief supplies which have been sent from abroad.

External: The Deputy Director through the Director is also required to maintain contact with CDEMA in ensuring that the TCI is aware of and participate in Regional plans, training, and policies. The Deputy Director through the Director is also required to establish and maintain contacts with heads of regional organizations, donor agencies in developing mutual aid programmes and cooperation.

These contacts are necessary to ensure the fullest cooperation between the DDME and the organizations referred above in times of disaster. Further, that the arrangements made for disaster management are realistic, adequate and practical.
JOB DIMENSIONS:

Independence of action, authority and decision making: The job holder will make day-to-day decisions within the Department. This is subject to the ratification of the Director. The Deputy Director will make decisions in emergency situations in tandem with the Director and Permanent Secretary of portfolio ministry. Where problems and situations may arise which require rapid decision making the Deputy Director will 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.

SCOPE OF THE JOB
The job requires the incumbent to interact with the public at all levels, Government Departments and various regional and international organizations. The job will also require initiative in the formulation and implementation of tasks. The incumbent is also expected to manage the Department in the absence of the Director and function in the National Emergency Operations Centre. In addition, the job requires office, community work and field work; proposal and report writing; responding to emergency events; and being on call twenty-four (24) hours per day.

SKILLS AND ABILITIES:

- Ability to think strategically, organize and plan, and to demonstrate the capacity for clear and analytical thinking.
- Ability to work with minimum supervision.
- Demonstration of good time-management skills.
- Demonstration of effective interpersonal skills.
- Ability to function as a team leader and or member.
- Excellent human relations, negotiation and conflict resolution skills
- Excellent oral and written communication and presentation skill
- Ability to work under stressful conditions and in emergency environments
- Ability to work speedily and accurately under pressure.
- Proficiency in the use of computer applications.
- Ability to train and teach others.
- Ability to multi-task
- Ability to lead and positively influence others
- Ability to supervise

KNOWLEDGE REQUIREMENTS:

- Sound knowledge of the Disaster Management Ordinance 2015 and Emergency Powers Act
- Sound knowledge of Government policies and procedures
- Sound knowledge of disaster management techniques and systems
• Extensive knowledge of the Emergency Response and Recovery Planning Functions.
• Relevant knowledge of Enhanced Comprehensive Disaster Management Strategy and Framework.
• Relevant knowledge of the CDEMA and Regional Response mechanisms.
• Knowledge of the current issues affecting the emergency management.
• Demonstrated knowledge of the Performance Review and Development System.
• Extensive knowledge of the functions and duties of the post and how they contribute to the mission and vision.
• Working knowledge of the other agencies, ministries and sectors of the TCI economy and especially how they relate to the emergency management.

QUALIFICATIONS and EXPERIENCE:

The incumbent must possess sound theoretical and practical knowledge of environmental hazards and disaster management concepts, policies and functions. The incumbent must also possess effective interpersonal and conflict resolution skills; excellent negotiation, organizational, analytical, interpretative; oral, written and presentation skills. The incumbent should be familiar with international and regional disaster agencies. The co-ordination of external post disaster assistance would be an asset.

Qualifications:
• Master’s degree in the field of emergency/disaster management/environmental management/urban planning or related field.
• Bachelor’s degree in the field of Emergency/Disaster Management/ environmental management/urban planning or related field.

Experience:
A minimum of five (5) years’ working experience in any or combined fields above with a minimum of 2 years’ experience in the field of disaster/ emergency management in coordinating a wide range of operational activities and evidence of relevant specialized training.

WORKING CONDITIONS:

Hours of work: The job holder is required to work the hours prescribed by the rules. In addition, the job holder will be part of a roster to staff the Disaster Management Office during all business hours. Given the nature of the job, the job holder is expected to be on 24-hour call and is expected to provide the Director with his/her contact information that he/she can be contacted in the event of an emergency. The job holder may also be required to work additional hours from time to time to meet the demands of the job to meet deadlines, attend meetings or complete reports.

Physical environment and/or risks associated with the job: The tasks are mainly performed in an office, although some time is spent in the field. During emergencies, the job holder may be exposed to some risks whilst in the field such as flooding, damaged buildings and infrastructure, diseases, etc.
**Physical demands:** The job is generally sedentary as job holder sits for approximately 60% of his/her time in performing duties. However, job holder needs to be physically fit to travel regularly within TCI and occasionally regionally and or internationally. During emergencies, the job holder needs stamina to work extra hours.

**Tools and equipment required to do the job:**
- Computer
- Telephone
- Printer
- 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.

__________________________________________   _________________________
JOB HOLDER (PRINT NAME)                     DATE

__________________________________________
JOB HOLDER (SIGNATURE)

**SIGNATURE OF DIRECT SUPERVISOR:**

__________________________________________   _________________________
DIRECT SUPERVISOR (PRINT NAME)                     DATE

__________________________________________
DIRECT SUPERVISOR (SIGNATURE)

**THIS JOB DESCRIPTION IS DUE FOR REVIEW AT THE TIME OF THE ANNUAL PERFORMANCE APPRAISAL.**

This document is intended to reflect those factors considered necessary to describe the principal functions of your job and should not be construed as a detailed description of all work requirements that may be inherent in the job.