NON-STANDARDIZED POSITION

Ministry of Rural Development and Local Government

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: DISASTER MANAGEMENT CO-ORDINATOR

JOB SUMMARY: The Disaster Management Co-ordinator is responsible for the establishment and maintenance of a robust disaster risk reduction programme within the assigned Municipal Corporation. This responsibility includes planning, implementing and evaluating activities related to all phases of the Disaster Cycle (i.e. Prevention, Mitigation, Preparedness, Early Warning, Response and Recovery) in collaboration with the Chief Executive Officer, Chief Disaster Management Co-ordinator, Office for Disaster Preparedness and Management and other stakeholder organizations.

REPORTS TO:	Chief/Senior Disaster Management Coordinator
SUPERVISION GIVEN TO:	Field Officers, Communication Technicians, Clerical Officers and Drivers

DUTIES AND RESPONSIBILITIES:

- Advises the Chief Executive Officer and Council Chairman on all matters concerning comprehensive Disaster Management in the Municipality.
- Plans and supervises the execution of programmes to build capacity and promote disaster risk reduction in the Municipality.
- Implements the Disaster Management Policy of the Ministry of Local Government.
- Oversees the achievement of performance targets of the Disaster Management Unit as set by the Chief Disaster Management Co-ordinator.
- Develops and updates the Emergency Operations Plan and other hazard-specific plans for the Municipal Corporation.
- Oversees the execution of emergency response activities within the Municipality.
- Performs duties of Operations Chief in the Municipal Corporation's Emergency Operation Center, when activated.
- Designs and executes, in collaboration with relevant stakeholders, exercises to test and update emergency response plans.

KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	• Strong oral and written communication skills. • Ability to work independently and also part of a team. • Ability and willingness to work in a diverse and challenging environment. • Ability to respond to emergency situations at a short notice. • Ability to work long hours until the incident is managed. • Successful completion of an annual staff fitness examination (mental and physical).

MINIMUM EXPERIENCE AND TRAINING, SPECIAL REQUIREMENT

- **Either** – A Bachelor's Degree in Disaster Management, Environmental Management, Natural Resource Management or related field and at least five (5) years work experience in Disaster Management, three (3) of which should be in a managerial position.
- **Or** – An Associate Degree in Disaster Management, Environmental Management, Natural Resource Management, or related field and at least six (6) years work experience in disaster Management, three (3) of which should be in a managerial position.
- Knowledge of the relevant laws and policies regarding Disaster Management in Trinidad and Tobago.
- Training in Project Management, an understanding of Geographic Information System (GIS) and certification as an Instructor.
- Any equivalent combination of training and experience.