



CIRCULAR NO. 13/2020
File No. 310/04 III

17th June, 2020

Chief Executive Officers

Sir/Madam

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the post of **Parish Disaster Coordinator (GMG/AM 3) (not vacant)** in the **St. Catherine Municipal Corporation** salary range \$1,181,789 – 1,404,775 per annum and any allowance (s) attached to the post:

Job Purpose

Under the direction and supervision of the Chief Executive Officer and working in close collaboration with the Regional Disaster Coordinator, Office of the Disaster Preparedness & Emergency Management (ODPEM), the incumbent is responsible for coordinating disaster management activities within the parish. In particular, responsible for providing the Parish Disaster Committee, Government Agencies, the Private Sector and Voluntary organizations with the necessary advice and assistance in implementing disaster management measures and ensuring that they are fully conversant with and understand the section of the Parish and natural Disaster Plan relating to their particular organization or community.

The Disaster Coordinator is also responsible for monitoring, on a continuous basis, existing disaster management arrangement in the Parish to ensure adequate response in times of disasters; and to ensure that there is readiness on the part of all concerned to cope with disaster emergencies and situation of a similar nature.

Key Outputs

- Risk management plans, programmes and initiatives
- Communication and sensitization efforts aimed at increasing awareness among citizens towards community risks and mitigation strategies/practices
- Recommendations on changes/improvements to be made to risk management practices and procedures to increase their effectiveness
- Monthly reports on the risk management initiatives of the Corporation as well as the issues/complaints of citizens that have emerged and the status of efforts to resolve same

Job Responsibilities

Management/Administrative Responsibilities:

- Liaising with the Regional Disaster Coordinator of the ODPEM
- Ensuring that he/she knows and clearly understands the duties and responsibilities of his/her post
- Overseeing preparation of Disaster Plans for the parish, communities and key operations
- Identifying major disaster risk factors/situations and prepare mitigation strategies and interventions
- Overseeing process to identify/prepare emergency shelters and response mechanisms
- Be fully knowledgeable about the National and Parish Disaster Plans; and the disaster with disaster management measures that have been developed to cope with disaster situations
- Be the Secretary and Executive Advisor to the Parish Disaster Committee in his/her parish

- Maintaining contact with coordinators of adjoining parishes, develop mutual aid plans through discussions, field visits and be aware of situations/hazards which could pass threats to his/her parish
- Passing on the Parish Disaster Committees information and advice received from ODIPERC and the Parish Disaster Committee of adjacent parishes
- Meeting and discussing with representatives of Parish Disaster Committees, government, private and voluntary organizations, disaster management plans and programs to be implemented by them and provide the necessary guidance for their implementation
- Visiting government, private and voluntary organizations to make on the spot observations and assessment of disaster management arrangements where necessary, make suggestions for improvements
- Ensuring that all the resources necessary, in case of a disaster or an emergency, are readily accessible, by examining existing facilities, equipment and supplies and making formal arrangements to secure their release from the government, private and voluntary agencies concerned
- Developing and implementing appropriate systems and procedures that will ensure effective distribution of items sent to his/ her parish by Head Office
- Undertaking, in collaboration with agencies concerned, a continuous assessment and reassessment of potential hazards in the particular parish and the resources available to cope with them. Where necessary recommend this corrective measure to be adopted
- Undertaking simulation exercises in the particular parish, in collaboration with organizations and persons that have assigned disaster management responsibilities to test the effectiveness of disaster management and response measures and where necessary and to improve on them
- Undertaking periodic review and update of Parish Disaster Plan based on simulations or actual events
- Advising ODPEM on the need for training of persons involved in disaster management activities
- Preparing and submitting monthly reports on the status of disaster management arrangements in the particular parish. These reports include information on: the number and condition of available shelters, equipment, vehicles, materials, supplies, medical facilities and volunteers and any deficiencies which have identified areas or buildings which have been identified as constituting potential risks and the steps taken to cope with them, stimulation exercises which have been undertaken and the results of these exercises; the adequacy or otherwise of communication systems within the parish.
- Preparing and submitting to the Chief Executive Officer (Emergency Operation), for approval quarterly itineraries of planned visits within his/her parish
- Liaising with officers and Inspectors of the Public Assistance/Emergency Relief Branch of the Ministry of Labour and Social Security and with non-governmental organizations to ensure the existence of adequate disaster management and response measures, establish a good working relationship and agree on response measures to be instituted in times of disaster
- Liaising with zonal and community groups on disaster management activities and training for these group
- Coordinating, facilitating and directing response operations in his/her parish by close liaison with Senior Officers of the emergency services and forces, private and voluntary agencies with response and recovery functions using available resources and obtaining the participation of the people in affected area(s) as completely and as efficiently as possible
- Coordinating victims' registration verification and distribution of benefits;
- Evaluating the conditions at disaster sites to assess the needs of victims and determine assistance to be given
- Undertaking post-disaster surveys to assess extent of suffering and damage and submit a written report to the Secretary
- Maintaining constant contact with the ODPEM in times of disaster, to keep it informed of the existing
- The Coordinator Disaster Preparedness is required to establish and maintain contact with the following persons in the parish, representatives of Government and non-Government organizations having disaster management roles; the Red Cross and other voluntary organizations; the security forces; the utilities companies and the fire department. Such contacts are needed to provide these persons with the necessary information or advice on

disaster management concepts and techniques and to discuss and agree on arrangements for the use of facilities, equipment, etc. in times of disaster and to ensure the utmost cooperation with the agencies concerned

- Implementing and promoting a parish public education programmes in consultation with the Parish Disaster Committee and the Office of Disaster Preparedness and Emergency Management
- Monitoring and reporting on existing mitigation projects in the parish, funded by international donor agencies/government
- Ensuring the establishment and viability of district and community-based disaster activities in the parish
- In conjunction with the Fire Services and security personnel prepare adequate evacuation and rescue plans
- Monitoring the storage and disposal of hazardous materials and solid and liquid waste in consultation with the ODPEM
- Ensuring rapid assessment of any post disaster situations so as to advise on the declaration of disaster areas in the parish

Performance Standards

- Key services delivered within agreed timeline to required standard;
- Recommendations that will lead to improvement in the Disaster Management profile and practices of the parish;
- Effective monitoring and evaluation systems to assess the implementation of relevant strategies are in place;
- Confidentiality and integrity are exercised

Key Competencies

- Excellent oral and written communication skills
- Knowledge of disaster management strategies
- Sound analytical, problem solving and decision-making skills
- Excellent organizational and follow-up skills
- Excellent interpersonal skills
- Excellent time management skill;
- Excellent knowledge of the strategic and operational arms of the Local Government
- The ability to be pro-active in identifying potential concerns and following up to resolve such issues as is required

Required Qualifications and Experience

- First Degree in Urban and Regional Planning or Disaster Management, Public Administration, Sociology
- Training in Disaster Management

OR

- Civil Service entry requirements (i.e. 4 CXC/GCE O'Level passes)

PLUS

- At least 5 years' experience in Community Risk Management including 3 years at a management level

Special Conditions associated with the job

- Required to work outside of normal office hours as needed to meet reporting deadlines

Applications accompanied by resumes should be submitted **no later than 10th July, 2020 to:**

**Secretary
Local Government Services Commission
Office of the Services Commissions
Ministry of Finance and the Public Service Complex
2nd Floor, G Block
30 National Heroes Circle
Kingston 4**

Please note that only short-listed applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Municipal Corporation and brought to the attention of all eligible officers.



M. Martínez (Mrs.)
Secretary
Local Government Services
for Chief Personnel Officer

Chief Executive Officer:
KSAMC, Portmore, St. Thomas, Portland, St. Mary, St. Ann, Trelawny, St. James, Hanover,
Westmoreland, St. Elizabeth, Manchester, Clarendon, St. Catherine