



LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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OSC Ref. 310/04^{IV}

11th March, 2025

CIRCULAR No. 6/2025

Applications are invited from suitably qualified Officers to fill the (**not vacant**) post of **Parish Disaster Coordinator (GMG/SEG 2)**, salary range \$4,266,270– \$5,737,658 per annum and any allowance(s) attached to the post in the **St. James Municipal Corporation**.

Please see attached the relevant job posting.

Applications are to be submitted no later than 28th March, 2025 to:

Secretary
Local Government Services
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.

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



**MINISTRY OF LOCAL GOVERNMENT & RURAL DEVELOPEMENT
LOCAL AUTHORITY
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Parish Disaster Coordinator
JOB GRADE:	GMG/SEG 2
POST NUMBER	
DIVISION:	
BRANCH:	Disaster Risk Management Branch
REPORTS TO:	Chief Executive Officer
MANAGES:	Disaster Coordinator

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division
Created/revised

Date

- Meet with representatives of various organizations to discuss and guide disaster management plans and programs.
- Visit government, private, and voluntary organizations to assess disaster management arrangements and recommend improvements.
- Ensure the availability and accessibility of necessary resources in case of a disaster or emergency.
- Develop and implement systems for effective control of item distribution from ODPEM to the parish.
- Conduct continuous hazard assessments and recommend corrective measures.
- Organize simulation exercises to test and improve disaster response measures.
- Periodically review and update the Parish Disaster Plan based on events and exercises.
- Advise the CEO and ODPEM on the need for disaster management training.
- Prepare and submit monthly reports on disaster management status, including shelter conditions, equipment, facilities, and deficiencies.
- Report on potential risk areas and actions taken to mitigate them.
- Submit quarterly visit itineraries for CEO approval.
- Liaise with the Public Assistance/Emergency Relief Branch and non-governmental organizations.
- Coordinate with zonal and community groups for disaster management activities.
- Maintain communication with senior emergency and security officers, private and voluntary agencies, and affected communities during disasters.
- Coordinate victim registration, verification, and benefit distribution.
- Conduct post-disaster surveys and submit reports to the CEO.
- Maintain constant contact with ODPEM during disasters.
- Establish and maintain contact with government and non-government organizations involved in disaster management.
- Collaborate with the Red Cross, security forces, utilities companies, and the fire department.
- Implement and promote a parish public education program in consultation with the Parish Disaster Committee and ODPEM.
- Monitor and report on mitigation projects funded by international donor agencies/government.
- Ensure the establishment of district and community-based disaster activities.
- Prepare evacuation and rescue plans in conjunction with the Fire Services and security personnel.
- Monitor storage and disposal of hazardous materials and waste in consultation with ODPEM.

Contact (Title)	Purpose of Communication
Fire Department /Security Personnel	Matters relating to evacuation and rescue plans
Ministry of Labour and Social security	To provide emergency relief and support

7. **AUTHORITY**

- Recommend policy change
- Collaborate with external technical expertise to inform internal plans and programmes
- Devise branch control systems
- Recommend budgetary commitment and controls actions
- Effect disciplinary procedures of staff
- Makes recommendation to the procurement committee

8. **REQUIRED 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 skills

9. **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelors in Urban and Regional Planning, Disaster Management, or similar qualification
- Training in Disaster Management
- 5 years' experience in Community/Disaster Risk Management

10. **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Pressured working conditions with numerous critical deadlines
- Long hours of work including weekends and public holidays
- Exposure to infrastructural projects (buildings road works),
- Travelling within jurisdiction and ad hoc