

AD#81/08

PROGRAMME OFFICER

Applications are invited from suitably qualified individuals to fill one (1) vacant post of Programme Officer in the Disaster Management Department in the Anguilla Public Service.

The post is in Grade E with a starting salary of EC\$73,956 per annum.

The key duties of the post are:

1. Specialise in programme areas and activities determined in co-ordination with the Director, Disaster Management.
2. Become familiar with and be recognised as the department specialist for the functions of the Planning and Intelligence Section of the NEOC.
3. Work in the National Emergency Operations Centre (NEOC), co-coordinating emergency operations as directed by the Director, Disaster Management which may include:
 - a) Support and help guide development of scientific and technical data on the hazard being dealt with
 - b) Support development of forecasts and warnings with the Storm Monitoring and Warning Coordinator.
 - c) Provide input to mapping and situation status reports in support of executive action planning sessions
 - d) Act as secretariat in support of action planning and strategic planning sessions as needed
 - e) In coordination with Director, prepare draft warning and public notification announcements in support of the Public Information Officer and Public Information team
 - f) Provide technical guidance to support staff functioning in the Planning and Intelligence Section
 - g) Support other EOC incident management staff (such as the Relief and Shelter Coordinators) as assigned by the Incident Commander or DDM Director
4. Provide technical support as requested to the Director, Disaster Management in the development, promulgation and application of criteria for staff recruitment and evaluation.
5. Document recommendations for the development of appropriate systems, procedures and records for the management of the DDM then support the development and implementation of same in coordination with the

Director.

6. Participate in the update, refinement and execution of the National Disaster Management Plan and supporting sub-plans as assigned.
7. Provide domain expertise support to staff, government employees or consultants utilising Geographic Information Systems and other tools to perform hazard monitoring, and hazard and risk assessments to analyze the vulnerability of critical infrastructure and sensitive receptors from natural and man caused hazards.
8. Research and make recommendations to the Director of possible remedial measures to ensure the continued operation of these services in times of emergencies and disasters.
9. Act as liaison between the DDM and assigned Sub Committees and Working Groups of the National Disaster Management Committee.
10. Make recommendations to the Director on the development of outreach programmes in support of risk reduction and all hazard public information and education.
11. Working with the Executive Assistant, ensure the operational readiness of DDM and NEOC procedures, equipment and supplies for operational disaster management activities.
12. Undertake an annual assessment (by March of each year) of the training needs necessary to execute national disaster management policies, procedures and systems.
13. Become familiar with and experienced in various methods of education including but not limited to: mentoring, in service, online, structured, scenario based, role play, certified, ad hoc and submersion.
14. Participate as directed in the development of an overarching National Disaster Management Training Programme based on a comprehensive Training Needs Assessment.
15. Contribute to the design, organization, evaluation and performance of training programmes to meet identified training needs in collaboration with appropriate national, regional and international agencies.
16. Assist assigned NDMC Sub Committees and Working Groups with their annual work plan and development and completion of annual functional exercises as assigned.

17. Coordinate and prepare press releases and information updates for review and dissemination by the Director, Disaster Management.
18. Support development and implementation of, in collaboration with government agencies, NGOs, multi-lateral and bi-lateral agencies, a community disaster preparedness programme.
19. The incumbent is expected to coordinate and/or attend meetings, trainings and site visits outside regular working hours.
20. Familiarize one self with national, regional and international disaster management plans, policies and systems.
21. Liaise and maintain productive relationships with international donor agencies, CDERA and regional agencies on preparedness and mitigation activities and programmes.
22. Participate in an active role for the development of and implementation of functional, operational, table top and scenario based exercises.
23. Prepare an individual annual work programme outlining activities proposed for the year and submit monthly progress reports to the Director Disaster Management.
24. Participate in the development of the Department Annual Work Programme as assigned by the Director.
25. The incumbent of the post will be required to be on 24 hr call. While acting as scheduled duty officer, the incumbent must be able to respond to activate the NEOC or support emergency operations immediately. Duty will be on a rotational basis from June 1 to November 30 requiring a minimum of one week a month. On call duty pay will apply.

QUALIFICATIONS

1. At least two years experience working in a National Disaster Office or emergency response agency (in the Caribbean is preferable).
2. Sound knowledge of emergency/disaster management principles and practice or a willingness to attain fluency with them according to specific emergency responsibilities.
3. Familiarisation with Geographic Information Systems principles, tools and application or a willingness to attain fluency with them according to specific emergency responsibilities.

4. Basic First Aid Certification
5. Competency with the use of VHF Radio Systems, satellite phones and other radio based systems or a willingness to attain fluency with them according to specific emergency responsibilities.
6. Demonstrated administration and project management skills
7. Ability to communicate effectively with persons at all levels.
8. Excellent oral, written and organizational skills. Including proposal writing.
9. Experience and skills in training, mass and multi-media techniques preferable.
10. Familiarity with international and regional disaster agencies and the co-ordination of external post disaster assistance would be an asset.
11. The incumbent must possess satisfactory theoretical and practical knowledge of disaster preparedness issues, policies and functions, excellent oral, written and organizational skills and imperative judgment.
12. At least three (3) years practical experience performing disaster management and project management functions and;
13. Bachelor Degree level qualifications in Disaster Management, Law Enforcement, Fire Management, or Human Services.

Persons interested in this position should obtain the necessary application form from the Department of Public Administration, The James Ronald Webster Building, The Valley, Anguilla. The completed form along with supporting documentation should be returned to the Secretary of the Public Service Commission on or before Friday, 25 April 2008.