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4th July, 2018

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Director, Hazard Mitigation (SOG/ST 7) – (Not Vacant)** in the **Hazard Mitigation and Risk Management Section, Ministry of Local Government and Community Development**, salary range \$1,857,817 – \$2,208,360 per annum and any allowance(s) attached to the post.

Job Summary

Reporting to the Senior Director, Hazard Mitigation and Risk Management, the incumbent supports the management and work programme of the Unit by developing new and revised Policies and Standards for Hazard Mitigation in Local Authorities, monitors, regulates and oversees the implementation of all natural Hazard Mitigation efforts, as well as provides technical information and advice to the key stakeholders.

Key Responsibilities

Management/Administrative:

- Develops Corporate and Operational Plans and Budget;
- Reviews and monitors local plans, emergency plans and any other plans and programmes relating to Hazard Mitigation in Local Authorities;
- Initiates and supports research to ensure the proper development of Communities Mitigation Policies, Standards and Guidelines;
- Identifies organizations locally, which are concerned with Hazard Mitigation issues and partner with them with respect to mitigation solutions;
- Ensures compliance with national obligations relating to Hazard Mitigation and preparedness;
- Develops the competencies of Technical Support staff in Local Authorities.

Technical/Professional:

- Directs a range of Policy Research on Hazard Mitigation, reviews findings and provides recommendations on the management of issues and the modification and development of policy and programmes;
- Suggests policy issues and identifies and develops strategic partnerships and networks to maximize policy dialogue on Hazard Mitigation;
- Supports, evaluates and reports on the implementation of Hazard Mitigation programmes/projects and ensures dissemination and application of lessons learned and best practices;
- Reviews Mitigation principles and recommends courses of action;
- Supports the monitoring of policies and regulations and provides general advice on all matters related to the planning, design, construction, safety, regulation, operation and maintenance of infrastructure and initiatives relating to Hazard Mitigation in the Local Authorities;
- Provides technical advice and information on natural hazard related matters of public interest, and develops analyses and recommendations to guide responses and decisions for Senior Director;
- Reviews and updates Mitigation plans to facilitate continuous planning process and provides advice to Local Authorities through Senior Director;
- Prepares and analyzes cost-benefit analyses of infrastructural works based on expected useful life and the time, value of money and displacement costs of same;

- Reviews systems and procedures to regulate the operation and maintenance of infrastructure and other facilities that impact on Hazard Mitigation programmes in Local Authorities;
- Monitors the performance and safety of critical infrastructure and provides information to the Senior Director;
- Supports the development and maintenance of technical and safety standards governing Hazard Mitigation matters in Local Authorities;
- Participates in determining effectiveness and offers recommendations regarding location, design structure and maintenance of physical infrastructure;
- Ensures that Hazard Mitigation Statistics and Information Systems are developed where necessary to inform policy for Local Authorities and that particulars of all communities prone to disaster in Local Authorities are developed and maintained
- Reviews projects/proposals submitted by Agencies from the perspective of Hazard Mitigation;
- Collaborates with other Government entities and stakeholders likely to be affected by strategic mitigation initiatives and service delivery decisions of the Ministry;
- Prepares reports on Hazard Mitigation in Local Authorities for the Senior Director and the Permanent Secretary as requested;
- Performs any other duties and responsibilities that may be determined from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strong Leadership skills
- Good Interpersonal and People Management skills
- Excellent Oral and Written Communication skills
- Excellent Planning and Organizing skills
- Proficiency in the use of relevant computer applications
- Sound judgment and integrity/ethics exercised in the performance of duties

Technical:

- Excellent knowledge of the Government of Jamaica's planning and policy processes/environment
- Working knowledge of Disaster Management and Hazard Mitigation programmes in tropical island situations
- Working knowledge of policy development, monitoring and evaluation processes
- Working knowledge of performance management systems, key outputs and performance indicators target
- Knowledge of the operations of Government
- In depth knowledge of Local Government and Local Governance matters and in particular the Government of Jamaica's Local Government related programmes and activities
- Excellent analytical, diagnostic and constructive thinking skills
- Excellent research capability and ability to create, compose, and edit written material
- Sound working knowledge of participatory techniques and stakeholders consultation
- Ability to design, write and effectively communicate the requirement of complex processes to those involved in their management
- Demonstrate initiative to solve operational issues
- Environmental awareness

Minimum Required Qualification and Experience

- First Degree in an Earth/Environmental Sciences, Urban Planning, Forestry, Climate Change, Soil Science or related discipline from a recognized tertiary institution;
- Five (5) years professional experience in a managerial position.

Special Conditions Associated with the Job

- Physically demanding;
- Extensive travelling islandwide.

Applications accompanied by résumés should be submitted **no later than Tuesday, 17th July, 2018 to:**

**Senior Director
Human Resource Management and Development
Ministry of Local Government and Community Development
85 Hagley Park Road
Kingston 10**

Email: hrd@mlgcd.gov.im

Further details may be obtained from the Human Resource Management and Development Section.

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 Ministry/Department/Agency and brought to the attention of all eligible officers



**Merle I. Tam (Mrs.)
for Chief Personnel Officer (acting)**