



**OFFICE OF THE SERVICES COMMISSIONS**  
LOCAL GOVERNMENT SERVICES COMMISSION  
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OSC Ref. 310/04<sup>IV</sup>

19<sup>th</sup> January, 2026

**CIRCULAR No. 2/2026**

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, in the **St. James Municipal Corporation**.

Please see attached the relevant job posting and note the required academic qualification.

**Applications are to be submitted no later than the 30<sup>th</sup> January, 2026 to:**

Secretary (Actg.)  
Local Government Services  
Office of the Services Commissions  
Ministry of Finance and the Public Service Complex  
2<sup>nd</sup> Floor, G Block  
30 National Heroes Circle  
Kingston 4

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

Yvonne S. Hamilton (Miss)  
Secretary (Actg.)  
Local Government Services  
for Chief Personnel Officer (Actg.)



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

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

## **1. STRATEGIC OBJECTIVES OF THE ENTITY/DEPT/DIVISION *(in which the position is located)*:**

The Disaster Risk Management Branch will lead the disaster response and crisis management activities within Local Authorities, providing disaster preparedness training, and implement the Authority's emergency plans and procedures for natural disasters and other hazards. They are responsible for preparing the Parish Disaster Risk Management Plan as stipulated in the Disaster Risk Management Act.

## **2. JOB PURPOSE**

Under the direction and supervision of the Chief Executive Officer of the Municipal Corporation working in close cooperation with the ODPEM Regional Disaster Coordinator, the Parish Disaster Coordinator 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 for ensuring that they are fully conversant and understand the section of the Parish and National Disaster plan relating to their particular organization or community.

The Parish Disaster Coordinator is also responsible for monitoring, on a continuous basis, existing disaster management arrangements in the Municipality to ensure adequate response in times of disaster, and to ensure readiness on the part of all concerned to cope with disaster situations or similar emergencies which cannot be avoided.

## **3. KEY OUTPUTS**

- Risk management plans, programmes and initiatives
- Communication and sensitisation 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
- Branch work plans and performance appraisals prepared

## **4. KEY RESPONSIBILITY AREAS**

- Act as the Local Authority's primary liaison with the Regional Disaster Coordinator of the ODPEM.
- Be fully knowledgeable about and advance the development of the National and Parish Disaster Plans and disaster management measures as appropriate.
- Act as an ex-officio member of the Parish Disaster Committee.
- Maintain contact with coordinators of adjacent parishes, develop mutual aid plans, and be aware of potential threats.
- Pass on information and advice received from ODPEM/RC and adjacent Parish Disaster Committees.

- 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.

- Rapidly assess post-disaster situations to advise on the declaration of disaster areas in the parish.
- Provide technical advice, guidance, and expertise to Branch Heads, and staff on disaster management matters.
- Supervise the work of staff within the Disaster Risk Management Branch
- Perform any other related duties as assigned..

## 5. PERFORMANCE STANDARDS

- Reports prepared in a timely manner
- Public education campaign administered
- Recommendations that will lead to improvement in the Disaster Management profile and practices of the Local Authority
- Attends meetings of Non-Governmental Organizations, neighborhood Watch and other community Organizations, on matters relating to disaster management and the critical roles
- Branch work plans and performance appraisals conducted in timely fashion

## 6. INTERNAL AND EXTERNAL CONTACTS

**Internal Contacts** (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Chief Executive Officer	Emergency Operations/matters relating to disaster management
Disaster Coordinator	Provide directives, give advice, receive updates and share information
Other Branch Heads	To consult, advise or share information
Staff	Matters relating to public education/coordinating of logistics

**External Contacts** (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
ODPEM	Emergency Operations /matters relating to disaster management
NGOs/Community Group	Matters relating to disaster management

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