



## Office of the Services Commissions

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### **CIRCULAR No. 71** **OSC Ref. C.6272<sup>19</sup>**

10<sup>th</sup> April, 2026

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to fill the following posts in the **Office of Disaster Preparedness and Emergency Management (ODPEM)**:

1. **GIS Specialist (SOG/ST 6) – (temporary)**, salary: \$5,198,035 per annum.
2. **Technical Coordinator (GMG/SEG 2) – (vacant)**, salary: \$4,266,270 per annum.
3. **Data Protection Officer (GMG/SEG 2) – (temporary)**, salary: \$4,266,270 per annum.
4. **Information Officer (MCG/IE 3) – (vacant)**, salary: \$3,501,526 per annum.
5. **Training Manager (GMG/AM 4) – (vacant)**, salary: \$2,803,771 per annum.
6. **Training Officer (GMG/AM 3) – (vacant)**, salary: \$2,190,302 per annum.
7. **Executive Secretary (OPS/SS 4) – (vacant)**, salary: \$2,190,302 per annum.
8. **Public Procurement Administrator (GMG/AM 2) – (vacant)**, salary: \$1,711,060 per annum.

#### 1. **GIS Specialist (SOG/ST 6)**

##### **Job Purpose**

Under the supervision of the Senior Director Mitigation, Planning and Research, the GIS Specialist is required to develop data sets, analyse spatial data and identify patterns and trends to assess hazards and vulnerability to support the development of DRM/DRR/CCA programmes and strategies.

##### **Key Responsibilities**

- Digitises paper maps to GIS datasets and identifies cartographic elements needed for better presentation of the information;
- Performs geospatial data building, modelling/analysis, using advanced spatial analysis, data manipulation and/or cartography software;
- Collects and inputs data to the GIS databases, using appropriate methods; analyses existing and incoming data for accuracy, currency, quality and workable documentation;
- Evaluates and interprets GIS data to find spatial relationships or illustrate results of the analysis using graphs, maps or other data;
- Manipulates, analyses and presents geographical information, creating programs to convert the formats of GIS information in various formats and medium;
- Assists with the development/modification of integrated (GIS) spatial or non-spatial databases;
- Undertakes assigned duties during the mobilization of the NEOC;
- Assists with developing and implementing operating guidelines to facilitate internal capacity building of staff in use of GIS, related software, tools and equipment;
- Reviews/Updates and maintains ODPEM's map collection;
- Assists with developing and conducting training programmes for GIS and non-GIS staff.

##### **Required Knowledge, Skills and Competencies**

###### ***Functional:***

- Report writing and presentation skills
- Sound technical knowledge and understanding of natural, manmade and biological/health hazards and their management

- General knowledge on DRM/CCA legislation, policies, strategies and techniques for programme development and implementation
- Proficiency in GIS tools and technologies, Database Management, ESRI Software Suite, Microsoft Office Suite and adaptability to other technological applications
- Ability to create geospatial products and information to support the development and implementation DRM/DRR/CCA programmes
- Proficiency in Geographical Information Systems (GIS), including ArcGIS Pro, Remote Sensing, SQL or other related geospatial technology and techniques

**Core:**

- Strong interpersonal skills, with ability to establish and maintain effective working relationships with a variety of stakeholders
- Excellent oral and written communication skills
- Analytical thinking skills
- Methodological approach
- Team-building skills
- Flexible work attitude
- Ability to use initiative
- Excellent problem solving and decision-making skills

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Geography, Urban and Regional Planning, Environmental Sciences, Management in Information Systems, Land Surveying or Geographic and Information Sciences;
- Three (3) to four (4) years' work experience in the use of GIS technology and techniques;
- GIS Professional Certification (e.g., GISP) is preferred.

**2. Technical Coordinator (GMG/SEG 2)**

**Job Purpose**

Under the direct supervision of the Director General, the Technical Coordinator supports executive decision-making, stakeholder coordination, policy and programme monitoring and strategic planning, while ensuring that matters assigned to the Director General are actioned in a timely, accurate and coordinated manner, consistent with Government of Jamaica's (GoJs) policies and disaster risk management priorities.

**Key Responsibilities**

- Provides technical advice to the Director General on policy development, institutional strengthening and disaster risk management governance, informed by emerging trends and identified gaps;
- Supports preparations for high-level official visits, international missions and national events related to disaster risk management;
- Applies relevant research methodologies and DRR/DRM best practices and stipulated national codes and standards in the review and reporting of development applications and technical documents;
- Reviews procurement submissions and supporting documentation routed through the Executive Office for executive consideration;
- Prepares technical reports summarising findings, recommendations and compliance status for submission to the Director General.
- Supports the coordination and monitoring of Strategic and Operational Plans within the Executive Department;
- Assists in monitoring organisational performance against Strategic Objectives and Key Performance Indicators, identifying implementation gaps, risks, and emerging issues and provides evidence-based recommendations for management's attention;
- Assists with the coordination of communication programmes to promote and maintain a positive public image of the Agency;
- Arranges and participates in meetings, briefings and presentations on the Agency's policies and programmes, and provides feedback.
- Monitors media coverage of the Agency's activities and assists in preparing responses, clarifications or advisories;
- Prepares Cabinet Submissions, Policy Briefs and related documentation on behalf of the Director General.

### **Required Knowledge, Skills and Competencies**

#### **Functional:**

- Technical analysis and report writing
- Monitoring and coordination of programmes or projects
- Knowledge of Public Sector operations and governance
- Familiarity with disaster risk management or emergency management frameworks (*asset*)
- Proficiency in Microsoft Office and reporting tools
- Knowledge in assessing designs for compliance with safety standards
- Knowledge of risk assessment approaches

#### **Core:**

- Good oral and written communication skills
- Sound integrity
- Analytical thinking
- Good problem solving and decision-making skills
- Good planning and organizing skills
- Goal/Results oriented
- Good interpersonal skills
- Managing external relationships
- Compliance

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Public Administration, Marketing, Disaster Management, Engineering, Environmental Studies, Social Sciences or a related field;
- Three to five (3 - 5) years' relevant experience in technical coordination, policy support, programme management or a related area;
- Experience working in a Public Sector or executive support environment is an asset.

### **3. Data Protection Officer (GMG/SEG 2)**

#### **Job Purpose**

Under the direct supervision of the Director General, the Data Protection Officer (DPO) is responsible for monitoring the data practices of Office of Disaster Preparedness and Emergency Management, ensuring that all functions carried out by the Organisation, are in accordance with the provisions of the Data Protection Act (2020). The DPO will be accountable for monitoring internal compliance and providing guidance to the Organization on data protection obligations. Additionally, the DPO will serve as a primary point of contact.

#### **Key Responsibilities**

- Creates policies, procedures, guidelines, operational roadmap and assessment mechanisms in implementing an effective data protection framework;
- Keeps abreast of changes in the legislative environment and recommends adjustments to ODPEM'S frameworks, accordingly;
- Assists in the development of audit approaches and programmes on data security and protection;
- Implements a communication strategy to sensitize staff about the data protection policies and guidelines;
- Liaises with external data processors and other stakeholders, to ensure that the established data protection standards are upheld at all stages of the data lifecycle;
- Ensures all concerns and data security issues are addressed within legal timeframes and in a timely manner;
- Collaborates with the Information and Communication Technology (ICT) Unit, to ensure compliance with the Data Protection Act in the Organisation's ICT Systems;
- Liaises with the Office of the Information Commissioner to address data protection matters and clarify or resolve concerns regarding the application of the Act's provisions.

### **Required Knowledge, Skills and Competencies**

#### **Functional:**

- Knowledge of Data Protection Laws and practices
- Proficiency in the use of the relevant computer applications (e.g. Microsoft 365 Suite)
- Knowledge of auditing techniques and practices

- Knowledge of risk management techniques and strategies
- Working knowledge of applicable laws, policies, regulations, and procedures
- Report writing skills

**Core:**

- Good oral and written communication skills
- Good planning and organizing skills
- Good problem solving skills
- Analytical thinking
- Ability to work on own initiative
- Integrity/Ethics
- Good interpersonal skills
- Teamwork and cooperation
- Good time management skills

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Business Administration, Information Systems/Technology, Computer Science, Social Sciences or equivalent from a recognised Tertiary Institution;
- One (1) Data Protection and/or Privacy Certification, such as CIPP, CIPT, ISEB, etc. (preferred) or Certification in Information Security, Auditing (will be an asset);
- Demonstrable experience or knowledge of General Data Protection Regulation (GDPR) (will be an asset);
- One (1) year's related work experience.

**4. Information Officer (MCG/IE 3)**

**Job Purpose**

Under the supervision of the Director of Information and Training, the Information Officer is responsible for the development, execution and on-going management of Public Relations, publicity and communication programmes for the Agency that will raise the level of awareness of its stakeholders and the public regarding its programmes and policy initiatives and undertake activities to improve and maintain the image of the Agency, internally and externally.

The incumbent also has the responsibility to write/oversee the production and editing of official publications, including press releases, speeches and presentations, training manuals, annual reports and project-related handbooks.

**Key Responsibilities**

- Prepares press releases, news and feature articles and other material for dissemination by the media, and coordinates other media activities and events;
- Prepares messages, speeches, briefing papers other presentation materials for the Director General and Senior Managers;
- Participates in the development and/or updating of communication strategies, ensuring an effective relationship is maintained with the Media and other stakeholders - internal and external;
- Manages Social Media Platforms;
- Coordinates special calendar events and special projects undertaken by the Department and/or hosted by ODPEM;
- Participates in the preparation of the Department's administrative process, such as reports, policies, Operational Plans, Budget and Individual Work Plans;
- Assumes assigned role during mobilization of the NEOC in the event of a national disaster.

**Required Knowledge, Skills and Competencies**

***Technical:***

- Knowledge of the Access to Information Act
- Knowledge of newspaper, radio, television and/or advertising and marketing operations and techniques
- Knowledge in production and usage of audio-visual aids and equipment
- Understanding of the local media industry and social media platforms
- Sound knowledge of various channels of communication and ability to effectively use them.

**Core:**

- Strong oral and written communication skills
- Sound analytical and problem-solving skills
- Strong interpersonal skills, with the ability to establish and maintain effective working relationships
- Ability to use tact, discretion, initiative and independent judgment within established guidelines
- Skilled in creativity and innovation
- The ability to maintain confidentiality and integrity
- Ability to multi-task and respond quickly to changing situations

**Minimum Required Qualification and Experience**

- First Degree in Mass Communication or Media and Public Relations;
- Three (3) years' experience in the field of media, marketing or other communications or public relations area.

**5. Training Manager (GMG/AM 4)****Job Purpose**

Reporting to the Director, Information and Training, the incumbent is responsible for planning, organising and controlling the activities of the Training Unit, to ensure that objectives are met and efficiency is maintained. More specifically, the Training Manager will develop and implement a Disaster Management Training Programme for the Nation, ensuring sustainability of knowledge and stimulating improved response to disasters.

**Key Responsibilities**

- Plans course content of training programmes;
- Supervises the preparation of syllabuses and timetables for courses;
- Develops and/or selects appropriate instructional materials and tools for use in training programmes;
- Selects appropriate training modes to deliver disaster management information;
- Makes presentations at conferences, workshops, etc., locally, regionally and internationally;
- Provides post training support to participants;
- Identifies and develops resources and opportunities to maintain continuity of training.

**Required Knowledge, Skills and Competencies**

- Comprehensive knowledge of current models of training
- Comprehensive knowledge of the design of training strategies
- Strong public speaking/presentation skills
- Strong oral and written communication skills
- Proficient in the relevant computer software
- Good interpersonal skills
- Proven supervisory skills
- Comprehensive knowledge of Disaster Management
- The ability to conduct quantitative and qualitative research

**Minimum Required Qualification and Experience**

- First Degree in Teacher Education;
- Training in Management Studies or Supervisory Management;
- Training in Project Management;
- Training in the development, production and use of instructional aids;
- Three (3) years' experience as Training Manager or Teacher.

**Special Conditions Associated with the Job**

- Will be required to travel;
- Should possess a valid Driver's Licence and own a reliable motor vehicle.

## **6. Training Officer (GMG/AM 3)**

### **Job Purpose**

Under the supervision of the Director of Information and Training, the Training Officer is responsible for planning, organizing, designing and delivering training for National Disaster Risk Management (NDRM) programmes to build awareness and educate the public in managing and responding to disasters.

### **Key Responsibilities**

- Designs and delivers training courses, participates in simulation exercises and maintains a catalogue of instructional materials and tools;
- Coordinates/Conducts training and technical and educational interventions to support special programmes/projects, MDAs and other entities;
- Conducts post-training assessment and analysis;
- Maintains the Website training portal, in coordination with the Information Systems Department.
- Liaises with regional and international disaster management Agencies and international donor Agencies, for technical support, training resources and related assistance;
- Participates in the administrative processes of the Department, such as the development of the Annual Training Plan, preparation of reports and other documents being produced by the Unit.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Skilled in conducting research
- Strong public speaking/presentation skills
- Strong oral and written communication skills
- Sound analytical and problem-solving skills
- Strong interpersonal skills, with the ability to establish and maintain effective working relationships
- Ability to use tact, discretion, initiative and independent judgment within established guidelines
- Skilled in creativity and innovation
- The ability to maintain confidentiality and integrity
- Ability to multi-task and respond quickly to changing situations

#### ***Functional:***

- Thorough knowledge of current models of training
- Comprehensive knowledge of Disaster Management
- Comprehensive knowledge of Jamaica's Disaster Management Structure
- Knowledge of design of Disaster Simulation Exercises
- Computer literacy
- Skilled in utilizing computer desktop publishing software
- Knowledge of adult instructional and learning theory and principles

### **Minimum Required Qualification and Experience**

- Teachers' Diploma or equivalent;
- Specialized training in conducting training programmes and activities;
- Training in production and usage of audio-visual aids and equipment;
- Training in project planning would be an asset.

## **7. Executive Secretary (OPS/SS 4)**

### **Job Purpose**

The incumbent is responsible for providing administrative and secretarial services for the effective discharge of the functions of the office of The Director General.

### **Key Responsibilities**

- Manages the office of the Director General by appropriately screening visitors and telephone calls, scheduling of appointments, making bookings and confirming travel arrangements;
- Organises and administers office routines and resources to ensure effectiveness and efficiency;
- Processes correspondence and drafts replies, where appropriate;
- Reviews correspondence, memoranda and reports prepared for the Director General's signature, to ensure accuracy;
- Plans, organises, implements and operates an effective, efficient and confidential information storage and retrieval system;
- Acts as the liaison between the Director General and staff and external stakeholders;
- Plans and implements meetings;
- Records Minutes of meetings, including Senior Management Meetings;
- Monitors follow-up action with respect to decisions taken in meetings.

### **Required Knowledge, Skills and Competencies**

#### ***Functional:***

- Computer skills, including knowledge of Microsoft Office Suite
- Report writing skills
- Knowledge of a second language would be an asset

#### ***Core:***

- Good oral and written communication skills
- Good planning and organising skills
- Good Interpersonal skills, with the ability to establish and maintain effective working relationships
- Ability to use tact, discretion, initiative and independent judgment within established guidelines
- The ability to maintain confidentiality and integrity
- Ability to multi-task and respond quickly to changing situations

### **Minimum Required Qualification and Experience**

- Certified Professional Secretarial Diploma;
- Senior Executive Secretarial Certificate;
- Four (4) years' experience at the level of Senior Secretary.

## **8. Public Procurement Administrator (GMG/AM 2)**

### **Job Purpose**

Under the supervision of the Director, Public Procurement, the Public Procurement Administrator is responsible for providing full administrative and secretarial support to the Branch, including being the first point of contact, records management, preparation of documents and reports and management of incoming and outgoing documents. The incumbent is also responsible for arranging and coordinating meetings.

### **Key Responsibilities**

- Coordinates reports;
- Maintains records
- Disseminates incoming and outgoing documents;
- Coordinates meetings;
- Organizes purchasing documents;
- Channels purchase requisitions and prepares Purchase Orders;
- Receives, screens and directs calls;
- Liaises with the Finance and Accounts Department on procurement processes and procedures.

### **Required Knowledge, Skills and Competencies**

- Proficiency in Microsoft Office Suite and adaptability to other technological applications
- Report writing and minute taking and transcribing skills

- Knowledge of procurement policies and procedures

**Core:**

- Strong interpersonal skills, with the ability to establish and maintain effective working relationships with a variety of stakeholders
- Good oral and written communication skills
- Good planning and organising skills
- Confidentiality
- Integrity and diplomacy
- Team-building skills
- Flexible work attitude
- Ability to use initiative

**Minimum Required Qualification and Experience**

- Diploma in Business Administration, Management Studies, Accounting or other related field;
- One (1) year working experience in related field.

Applications, accompanied by résumés, should be submitted **no later than Thursday, 23<sup>rd</sup> April, 2026, to:**

**Director of Human Resource Management  
Office of Disaster Preparedness and Emergency Management  
2 – 4 Haining Road  
Kingston 5**

Email: [odpem@cwjamaica.com](mailto:odpem@cwjamaica.com)

Please note that only shortlisted 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.**



**M. Greene (Mrs.)  
for Chief Personnel Officer (acting)**