



Office of the Services Commissions

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30th June, 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 fill the following **vacant** posts in the **Office of Disaster Preparedness and Emergency Management (ODPEM)**, as detailed in the attached Vacancy Notice:

1. **Policy Analyst (GMG/SEG 2)**, salary \$4,266,270 per annum.
2. **Project Officer 2 (GMG/SEG 1)**, salary \$3,501,526 per annum.
3. **Records Officer (PIDG/RIM 2)**, salary \$1,711,060 per annum.
4. **Human Resource Management Administrator (GMG/AM 2)**, salary \$1,711,060 per annum.

Applications, accompanied by résumés, should be submitted **no later than Monday, 13th July, 2026, to:**

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

Email: info@odpem.gov.jm

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)**



OFFICE OF DISASTER PREPAREDNESS AND EMERGENCY MANAGEMENT (ODPEM)

1. Policy Analyst (GMG/SEG 2)

Job Purpose

Reporting to the Director General, the Policy Analyst is responsible for researching and developing Disaster Risk Management (DRM) policies to advance national disaster management and conducting audits of the DRM plans for GoJ's Ministries, Departments and Agencies (MDAs). The position also assists with identifying mutual assistance and cooperation partners to support the national disaster risk management agenda.

Key Responsibilities

- Formulates policies to guide the required amendments of the Disaster Risk Management Act, in accordance with GOJ policy guidelines;
- Reviews and makes recommendation for changes, as necessary, to national DRM policies to make them compatible with the local environment, as well as aligned to best practices and DRM Protocols/Treaties to which Jamaica is a signatory;
- Leads/participates in the development/revision of National Disaster Risk Management policies and legislative changes, for recommendation to the parent Ministry;
- Audits the DRM plans of MDAs to ensure their alignment with the National Disaster Risk Management Plan (NDRM) Plan;
- Participates in post disaster/emergency evaluation, utilising information and knowledge gained to inform the work of the Organisation;
- Assists in identifying opportunities for mutual assistance and cooperation with local, regional and international Public Sector Entities, NGOs and Private Sector Organisations, and facilitates the preparation of Memorandums of Understanding and other Agreements, to manage the programme;
- Participates in the preparation of project proposals and the research for appropriate Funding Agencies project sponsors/donors/partners at the local, regional and international levels;
- Participates in the preparation of the Organisation's Operational Plans and Budget preparation, as well as the development/review of documentation of operational policies, procedures and other operational documents prepared by the Organisation;
- Participates in the development and roll out of tools and other resources, to facilitate the work of the Organisation.

Required Knowledge Skills and Competencies

Core:

- Effective communication skills, both orally and in writing
- Sound analytical and problem-solving skills
- Strong interpersonal skills, with ability to establish and maintain effective working relationships with a variety of individuals
- Ability to use tact, discretion, initiative and independent judgment within established guidelines

Functional:

- Understanding of GoJ Strategic Planning Guidelines
- Understanding of Disaster Management
- The ability to conduct research, analyse and present findings
- Understanding of national social, political and economic environment

Minimum Required Qualification and Experience

- An Undergraduate Degree in Disaster Management or related discipline;
- Training in Policy Review and Development;
- Five (5) years' working experience as a DRM Specialist, two (2) of which should be in Policy Development.

2. Project Officer 2 (GMG/SEG 1)

Job Purpose

Reporting to the Senior Director Projects Development, Implementation, Monitoring and Evaluation, the Project Officer will assist in the development of projects from identification through pre-feasibility, feasibility, design and the monitoring of projects during implementation.

Key Responsibilities

- Contributes to the development of a portfolio of programmes/projects that are consistent with the Government's Disaster Risk Management objectives;
- Provides advice to facilitate preparation/selection of technically sound and feasible projects for optimal use of external and Government counterpart development funds;
- Contributes to the timely implementation of projects by undertaking activities aimed at ensuring effective monitoring;
- Contributes to the effective performance of the Projects Implementation and Monitoring Division.

Required Knowledge Skills and Competencies

Core:

- Good oral and written communication skills
- Good leadership skills
- Ability to manage external relationships
- Teamwork and cooperation
- Ability to act on own initiative
- Adaptability
- Good problem solving and decision-making skills
- Strategic thinking

Functional:

- Good Project Management skills (Project Management tools and techniques)
- Knowledge of Risk Management

Minimum Required Qualification and Experience

- BSc. in Management Studies, Business Administration, Development Studies or Project Management;
- Three (3) years related experience.

3. Records Officer (PIDG/RIM 2)

Job Purpose

Reporting to the Administrator, the Records Officer is responsible for the management of the Agency's records, through storage, archiving and retrieval, and for the maintenance of the Unit's Computerized Documentation System.

Key Responsibilities

- Develops and maintains a classification system indicating the major subjects to which files are documented within the Unit;
- Ensures that the Index Card and Charge–Out Systems are properly administered;
- Liaises with Divisional Heads and the Administrator, to determine and secure confidential data and files;
- Reviews the Organisation and procedure of the Unit, to identify areas in need of improvement and effects changes, where necessary;
- Ensures that all items of value received are properly recorded and logged in the Value Book and that the proper accounting procedure are adhered to for handling these items;
- Records, sorts and maintains a log of all incoming and outgoing correspondence, for dispatch to the relevant Sectional/Divisional Heads or external parties.

Required Knowledge Skills and Competencies

Core:

- Good oral and written communication skills
- Sound integrity

- Customer and quality focus
- Methodical
- Good planning and organising skills
- Teamwork and cooperation

Functional:

- Excellent Records Management skills
- Skilled in the use of the Microsoft Office Environment software applications
- Skilled in the use of computerised file storage system, e.g., Docushare
- Knowledge and understanding of the Agency's Mission, aim and structure would be an asset in developing and maintaining an appropriate system of classifying and indexing record
- Knowledge of Government's filing/indexing system would be an asset

Minimum Required Qualification and Experience

- Four (4) CXC/GCE O'Level subjects or its equivalent, including English Language and Mathematics;
- Completed a course in Records Management and Access to Information Act;
- Two (2) years formal experience in office practice and procedures;

4. Human Resource Management Administrator (GMG/AM 2)

Job Purpose

Reporting to the Director, Human Resource Management, the Human Resource Management Administrator is responsible for managing the delivery of employee benefits and welfare services, including Leave Administration, as well as coordinating the Occupational Safety and Health Programme. The position also provides support with the recruitment and selection process.

Key Responsibilities

- Coordinates employee benefits administration;
- Provides information and guidance on employee benefits and utilization;
- Maintains the employees Information Management HRMIS Systems;
- Manages employees' Leave Administration and attendance;
- Coordinates the establishment, implementation and maintenance of the organization's Occupational Health and Safety (OHSA) policies and programmes;
- Contributes to the preparation of the Department's Operational Plan and Budget;
- Contributes to the review/update of HR and Departmental policies and procedures;
- Develops Annual Work Plans for direct reports and monitors performance;
- Conducts performance appraisals within the guidelines provided.

Required Knowledge Skills and Competencies

Core:

- Good oral and written communication skills
- Good leadership skills
- Sound integrity
- Professionalism
- Good interpersonal and social skills
- Teamwork and cooperation

Functional:

- Knowledge of Human Resource Management Software
- Knowledgeable in Microsoft Suite
- Knowledge of the operations of Government, in particular HR policies and guidelines

Minimum Required Qualification and Experience

- Diploma in Business Administration/Public Administration or comparable discipline;
- Two (2) years' experience in an administrative position.