

Director

Applications are invited from suitably qualified individuals to fill one post of Director in the Department of Disaster Management of the Anguilla Public Service.

The post is in Grade B with a starting salary of EC\$151,260 per annum.

The key duties of the post are:

1. Develop and co-ordinate the design and implementation of a national CDM strategy that accords with the principles agreed by EXCO.
2. Design and manage the implementation of an annual work programme that contributes to the CDM strategy as approved by the National Disaster Management Committee.
3. Develop and deliver a disaster management capability building and training programme for the DDM, those persons with allocated responsibilities under the CDM strategy and the National Disaster Management Committee.
4. Develop and co-ordinate the maintenance of the National Disaster Management Plan, supporting hazard sub-plans and those of National Disaster Management subcommittees and sectors allocated responsibilities.
5. Organise meetings of the National Disaster Management Committee to assess and make recommendations to improve all hazard disaster management.
6. Organise scenario exercises, desk and field based, for a variety of hazards to test preparedness plans and introduce improvements, and ensure exercises are implemented as required.
7. Establish and maintain systems, procedures and equipment for the effective co-ordination of emergency response by the NEOC.
8. Collaborate with all Government of Anguilla agencies NGO's private sector and volunteer/community groups to develop and implement the national CDM strategy to ensure a high level of emergency/disaster management capability at all times for all hazards.
9. Facilitate the conduct of investigations, studies, surveys, research and analyses relating to changes in the hazard environment and conditions of vulnerability as these relate to the likelihood of disasters affecting Anguilla.
10. Provide technical advice and guidance to the Deputy Governor for submission to the National Disaster Management Committee on and management matters, locally, regionally and

internationally.

11. Function as disaster management focal point for the Caribbean Disaster and Emergency Response Agency (CDERA), international agencies and HMG's operational agencies, ensuring harmonisation of policies and the exchange of information.
12. Maintain familiarity with the mechanisms and requirements for coordinating external emergency assistance from international and regional agencies, in particular, CDERA, the UN system, the Red Cross and the United Kingdom.
13. Devise and maintain bi-lateral mutual assistance agreements with neighbouring countries and their disaster management agencies.
14. Prepare, manage and control the financial operations and procurement of supplies and equipment for the DDM and NEOC.
15. Ensure the development and attainment of professional standards by staff of the DDM.
16. Coordinate public awareness programmes on hazard characteristics along with risk reduction and preparedness guidelines.
17. Advise on disaster related legislation.
18. Ensure that designated staffs are mobilized and on 24 hr call. The incumbent of the post will also be required to be on a 24 hr call.
19. Participate in disaster management activities designed to prepare for, mitigate against and respond to disaster events.
20. Develop and implement strategies for improving and maintaining a high level of Customer Service in the public sector.
21. Perform other duties as related to the job function.

Qualifications

1. Sound knowledge of emergency and disaster management concepts, programmes and practices to include technical familiarity of hazard characteristics, forecasts and warnings.

2. Familiarity with international and regional disaster agencies and the co-ordination of external post disaster assistance would be an asset.
3. 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.
4. At least six years practical experience performing disaster management functions preferably at a management level.
5. Bachelors Degree in Disaster Management, Law Enforcement, Fire Management or Human Services ore related field together with designation as a Certified Emergency Manager through the International Association of Emergency Managers.

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 on or before Friday, 29 January 2010.

The above stated salary does not reflect the mandatory salary reduction of 10%/5% imposed by the Government of Anguilla effective 1st July 2009. Salary will be paid at the reduced rate until such time that the GoA reinstates the substantive rate.