

POSITION DESCRIPTION

- Job Title** : Deputy Chief Executive Officer
- Division** : Office of Disaster Preparedness and Management
- Reporting to** : Chief Executive Officer
- Supervising** :
Mitigation Manager
Operations Manager
Training and Education Specialist
Corporate Services Manager
Project Manager
Business Operations Assistant I
- Role** : Reporting to the Chief Executive Officer, the incumbent will have responsibility for effective National Emergency Operations Centre (NEOC) coordination and management, stakeholder's relationship management and development of appropriate performance monitoring programmes. Duties include: assisting with the development of the National Disaster Management Policy Plans as well as all subsidiary plans.

Duties and Responsibilities :

- Assists with the development and implementation of the National Disaster Management Plan.
- Contributes to policy formulation and development of national programmes focused on disaster risk reduction.
- Promotes disaster risk reduction and comprehensive disaster management amongst nationals (government Ministries, private sector, civil society, educational institutions, regional institutions) and works to strengthen partnerships with these various entities.
- Contributes to the development and manages the implementation of the ODPM's multi-year strategic plan and annual work programmes and ensures that these are linked with ongoing national and regional initiatives where possible.

- Co-ordinates and manages the operations of the National Emergency Operations Centre (NEOC).
- Contributes to the identification of strategies to enhance the delivery of disaster relief, recovery and rehabilitation services to the population and build disaster management capacity.
- Assists the Chief Executive Officer in management of the Emergency Operations Centre.
- Participates in the recruitment and training of Regional Coordinators and other technical staff for the ODPM.
- Manages and coordinates the work of the Regional Coordinators.
- Develops mechanisms to improve coordination between the ODPM, Regional Corporations and local disaster management committees.
- Works closely with the Chief Executive Officer to develop and utilize a Performance Monitoring Plan to guide, structure and evaluate the ODPM's programmes.
- Represents the ODPM at national, regional and international conferences/meetings.
- Performs any other related duties as required.

**Knowledge, Skills
and Abilities** :

- Knowledge of disaster risk reduction concepts, general disaster management principles, various hazards to which the Caribbean and Trinidad and Tobago in particular are vulnerable, and local government systems.
- Demonstrated ability to forge strong partnerships with various stakeholders including government, NGOs, private sector, regional and international organizations, etc.

- Demonstrated ability to provide leadership and managerial oversight to office operations and disaster management programmes.
- Excellent written and oral communication skills.
- Strong coordination, team building and interpersonal skills.

**Minimum
Qualifications and
Experience** :

- Bachelor's degree in Earth Science Environmental Science or Physical Science.

MBA would be an asset.
- Two years managerial experience in emergency risk management or any related field.

**Special
Requirement** :

- Expected to be on call 24/7 and respond to emergencies.