



THE OFFICE OF DISASTER PREPAREDNESS & EMERGENCY MANAGEMENT

The island's disaster management agency is seeking individuals to join its team in the following temporary posts:

1. PROJECT OFFICER (GMG/SEG 1) Salary Range: \$1,640,253.00 - \$1,949,746.00

JOB PURPOSE:

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

MAIN FUNCTIONS:

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

CORE COMPETENCIES

- Communication skills, both orally and in writing
- Leadership and coaching skills
- Team-building skills
- A proactive, flexible work attitude
- Problem solving and decision making skills
- Strategic in approach
- Negotiation skills/Managing external relationships

FUNCTIONAL COMPETENCIES

- Project management skills
- Project management tools & techniques
- Knowledge of risk management

REQUIRED EDUCATION /EXPERIENCE:

- BSc, Management Studies, Business Administration, Development Studies or Project Management.
- At least three (3) years related experience

2. MONITORING & EVALUATION OFFICER (GMG/SEG 1) Salary Range: \$1,640,253.00 - \$1,949,746.00

Reporting to the Senior Director, Project Implementation the Monitoring and Evaluation Officer will be responsible for the development, coordination, implementation, monitoring and evaluation of the disaster preparedness and disaster response projects of the Agency. The incumbent will also be responsible for developing quality proposals to multi-lateral/bilateral organizations to realize funding for disaster risk management programs.

MAIN FUNCTIONS

- Coordinate the monitoring and evaluation of ODPEM's portfolio.
- Develop baseline survey and impact evaluation for agency's portfolio
- Provide advice and stakeholders with a monitoring and evaluation framework for the overall portfolio.
- Review and analyze monthly reports with the Senior Director to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting.
- Track, record and report physical progress against the implementation plans in consultation with the Senior Director, Projects
- Collect, compile success stories, good practices and case studies of preparedness, DRR and disaster response projects.
- Establish and maintain feedback mechanisms for M&E processes and related tools to support quality assurance for key program areas.
- Undertake regular field visits to evaluate project performance

FUNCTIONAL COMPETENCIES

- The ability to undertake evidence-based research and planning
- Knowledge in conducting research using qualitative and quantitative research methods;
- Working knowledge of PLA and other participatory research methodologies;
- Proficiency in Microsoft suite including statistical software

CORE COMPETENCIES

- Analytical/ quantitative skills and strategic thinking;
- Corporate and strategic management skills
- Networking and interpersonal skills
- Organisation & time management skills.
- Team oriented
- Ability to work on own initiative
- Written and oral communication, presentation and negotiation skills.
- Facilitation skills and commitment to social development
- Skilled in leadership; decision making, and judgment

QUALIFICATIONS & EXPERIENCE

- MSc. Degree (preferred) in policy research, development studies, social policy, sociology, economics, public administration or a related field;
- Specialized training in Monitoring and Evaluation;
- Training in Project Management
- At least (5) years experience in monitoring and evaluating projects;
- Experience in the field of Disaster Risk Reduction (DRR) would be an advantage;

3. SENIOR HUMAN RESOURCE MANAGEMENT ADMINISTRATOR (GMG/AM 3) Salary Range: \$1,229,060.00 - \$1,460,966.00

JOB PURPOSE:

Reporting to the Director, Human Resource Management, the Senior Human Resource Administrator will develop and recommend effective organizational development, performance, knowledge and change management solutions for adoption and implementation in the Unit; with a view to improve the efficiency and effectiveness of its operations in keeping with the strategic direction of the Organization.

MAIN FUNCTIONS:

- Develop, implement and maintain a comprehensive Organizational Development Strategy Framework.
- Conduct and monitor organizational development interventions
- Support the organization's performance/change management/modernization programmes and initiatives.
- Ensure the alignment of job descriptions and work plans with the Strategic and Operational Plans
- Establish and maintain relevant internal/external relationships and strategic business partnerships to support the organization's strategic objectives.

CORE COMPETENCIES

- Planning & Organizing
- Interpersonal Skills
- Teamwork
- Problem Solving & Analysis
- Oral and written Communication

FUNCTIONAL COMPETENCIES

- The ability to interpret and apply policy and regulations.
- Knowledge of Government's administrative systems.
- Research and report writing skills
- Specialised skills in organisational development and performance management

REQUIRED EDUCATION /EXPERIENCE:

- Bachelor's Degree in Organizational Development/Human Resource Management or other related Social Sciences.
- Certificate/Diploma in Management Analysis
- Two (2) years minimum experience in the organizational development field;
- Training in performance management.

4. CORPORATE PLANNER (GMG/SEG 2): Salary range \$2,104,355.00 - \$2,501,416.00

JOB PURPOSE:

The Corporate Planner is responsible for managing the strategic planning and reporting on the strategic and related plans. The position is required to ensure that the organization is compliant with the planning and reporting requirements of its parent ministry, the MoFP, and the Cabinet Office.

MAIN FUNCTIONS:

- Leads the development of the Business and operational plans of the organisation.
- Provides guidance to heads of Divisions and Departments in the use of the planning methodology and tools
- Manages the performance measurement system using appropriate metrics to ensure timely and effective monitoring, assessment and reporting.
- Conducts monitoring and evaluation exercise of performance of key objectives and targets at the levels of Departments, Divisions and the overall organization
- Provides support in the monitoring and evaluation of projects undertaken/ managed by the organization.
- Liaises with the parent ministry and the Government's Planning, Monitoring and Evaluation Unit, the Cabinet Office and other entities to keep abreast of changes in planning and reporting requirements and provide information related to the strategic planning and reporting.
- Contributes to the development of the operational plan for the Corporate Services Division.
- Coordinates the preparation of the Annual and Quarterly Reports for tabling
- Plans and organizes the annual strategic retreat and other planning meetings

CORE COMPETENCIES

- Effective communication skills both orally and in writing
- Sound analytical and problem solving skills
- Effective interpersonal and social skills

FUNCTIONAL COMPETENCIES

- Understanding of GoJ strategic planning guidelines
- Understanding of disaster management
- The ability to conduct research, analyse and present findings

REQUIRED EDUCATION /EXPERIENCE:

- Undergraduate degree in business management or related discipline
- At least three (3) years' working experience in strategic planning or related discipline.

5. POLICY ANALYST (GMG/SEG 2): Salary range \$2,104,355.00 - \$2,501,416.00

JOB PURPOSE:

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

MAIN FUNCTIONS:

- Formulate 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 polices 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 best.
- Leads/Participates in the development/revision of national disaster risk management policies and legislative changes for recommendation to the parent ministry undertaking assigned roles as directed
- Audits the DRM plans of MDAs to ensure their alignment with the NDRM Plan
- Participates in post disaster/emergency evaluation utilising information/knowledge gained to inform the Department.
- Provides assistance in identifying opportunities for mutual assistance and cooperation with local, regional and international public sector entities, NGOs and private sector organizations and facilitating the preparation of Memorandums of Understanding and other agreements to manage the programs.
- 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 as well as the development/review 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.

CORE COMPETENCIES

- Effective communication skills both orally and in writing
- Sound analytical and problem solving skills
- Strong interpersonal skill 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 (TECHNICAL) COMPETENCIES

- Sound technical knowledge
- 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

REQUIRED EDUCATION /EXPERIENCE:

- A undergraduate degree in Disaster Management or related discipline
- Training in policy review and development
- At least 5 years' working experience as a DRM specialist at least two of which should be in policy development

Interested persons may send in their applications including cover letter and resume no later than **June 8, 2022** to the: -

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

Please note that responses will be sent to short-listed applicants only.