

Opening Date: 25 January 2017
Closing Date: 10 February 2017
Location: Tortola
Vacancy Notice No. 04/2016
Job Classification: Grade 12
Ministry/Department/Unit: Department of Disaster Management
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$38,269 – \$60,803.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Senior Technical Planning Manager

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will develop and oversee the BVI Mitigation and Planning Program to ensure efficient disaster management procedures are in place in case of a national emergency and to facilitate the development of national hazard mitigation and prevention measures.

MAIN RESPONSIBILITIES

1. Liaise with CDEMA to develop, implement and monitor mitigation measures as per BVI Comprehensive Disaster Management (CDM) Strategy and Results Framework, as well as CDM policy to ensure correct procedures are carried out in the event of a disaster.
2. Liaise with public sector agencies and other relevant parties involved in hazard mitigation planning to ensure data, risk maps and research information is correctly shared in a timely and efficient manner.
3. Monitor, research and analyse land developments including building sites to ensure disaster protection regulations are being adhered to in order to minimise impact of any disasters.
4. Analyse the vulnerability of essential utilities frameworks to ensure their continued operations in cases of national disaster.
5. Review and monitor the integration of the Hazard Vulnerability Assessment within the Environmental Impact Assessment Report and participate in associated Environmental Monitoring Committees to ensure implementation of mitigation measures and risk reduction in development projects.
6. Establish, implement and coordinate an effective and efficient emergency data storage and retrieval system stored on a Geographic Information System to ensure data can be easily retrieved in coordination with the National GIS data.
7. Serve on the Mitigation Subcommittee of the National Disaster Management Council and to represent the Director of Disaster Management on related scientific and technical committees to ensure flow of information.
8. Liaise with UNDP, CDB, CDEMA, DFID, USAID and other related international donor agencies to ensure maximum funding is received for program development.
9. Research and analyse historical national natural disasters and utilize such data to recommend to the Department any changes required to current national and regional disaster planning, including specific high risk areas, to ensure minimal impact of future disasters affecting Virgin Islands.
10. Design, monitor and implement scientific and technical programs to ensure adequate monitoring and warning of impending potential natural disaster.
11. Supervise and oversee the work carried out by the Technical Planning Officer to ensure continuous high standards are maintained.
12. Assume the role and duties of Assistant Operations Officer (AOO) when the National Emergency Operations Centre is on standby or in operation to ensure specialized technical and scientific knowledge already gathered is disseminated correctly for decision making.
13. Use available data to provide projections of likely disaster scenarios, advise on appropriate counter measures before impact of disaster and advise on recovery strategies after impact whilst acting as AOO to ensure maximum damage limitation.
14. Serve on the relevant National Disaster Management Council sub-committee.
15. Perform any other duties as required by the supervisor or senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Provide leadership in your area of responsibility
2. Manage your time effectively
3. Develop the trust and support of colleagues and stakeholders
4. Lead, plan and implement change
5. Plan the use of resources
6. Obtain information for decision making

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork
- On-call 24 hours per day, 7 days per week
- During emergencies, potential exposure to a number of unpredictable hazards in the field, such as chemical exposure and injuries

MINIMUM

- Master's degree in Geology, Physical Planning, Civil/Structural/Geological Engineering or related area
- Five (5) years' experience in a planning OR economic planning department in any one of the following roles:

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

CONTACT THE DEPARTMENT OF HUMAN FOR MORE INFORMATION ABOUT THE EMPLOYMENT PROCESS:

Department of Human Resources • Central Administration Building • Wickhams Cay I • Road Town • Tortola • British Virgin Islands | Tel (284) 468-2178 • Fax (284) 468-3191 • E-mail hrd@bvi.gov.vg

QUALIFICATIONS AND EXPERIENCE

- Earth Sciences Engineer, Physical or Economic Planner, or Project Manager
- Advanced training in disaster management and geographic information systems
 - Sound knowledge of the Government structure, policies and procedures
 - Sound knowledge of BVI Government planning and environmental acts, as well as regulations, including physical, environmental, mitigation and hazard planning
 - Sound knowledge of building practices regarding protection against earthquakes and hurricanes
 - Sound knowledge of budget planning and inventory management
 - Sound analytical and data interpretation skills
 - Sound supervisory and management skills
 - Sound knowledge of the use of standard office equipment and computer applications
 - Good interpersonal and organisational skills
 - Sound oral and written communication skills
 - Ability to work well under pressure
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HOW TO APPLY

All applications for employment must be submitted to the address provided below by the job closing date.

Agency:

Public Service Commission
c/o Department of Human Resources
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: hrdbvi@gov.vg

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.