

Ministry of Labour & Social Security

Job Description

Job Title:	Director, Disaster, Welfare and Rehabilitation Management
Job Grade:	GMG/SEG 3
Post #:	60962
Department	Disaster, Welfare and Rehabilitation Management
Reports to:	Director Social Security
Accountable to	Permanent Secretary, Chief Technical Director
Manages:	1 Administrative Assistant, 1 Accounting Clerk and 1 Records, Information Officers, 1 Programme Manager

JOB PURPOSE:

The Director of Disaster, Welfare and Rehabilitation Management executes the mandate of the Ministry through the operation of its network of 13 parish offices and coordinates with other relevant agencies, both governmental and non-governmental.

KEY OUTPUTS:

- Disaster relief response data collected and analyzed.
- Food and comfort items procured and stored for victims of disaster.
- Humanitarian assistance/ relief supplies distributed.
- Humanitarian assistance distribution monitored.
- Relief supplies budget prepared.
- Shelter Managers, Data Collectors and Damage Assessors trained.
- Database victims/beneficiaries prepared and managed.
- Shelter for disaster victims identified.
- Rehabilitation support provided to victims
- Rehabilitation Grants disbursed to Disaster victims in collaboration with the Director of Public assistance.
- Inventory maintained.

KEY RESPONSIBILITIES:

- Formulates strategies for identifying and collecting of data for victims of disasters and facilitate referrals to other social protection programmes (both internal and external).
- Manages and monitors the receipt of Local and Overseas Resources/Donations for Disaster Victims.
- Collects economic and demographic data on victims of disasters for analysis.
- Designs and maintains database on disaster beneficiaries.
- Manages annual budgetary allocation.
- Prepares annual plan of activities and budget for welfare management and rehabilitation programme for victims of disaster.
- Provides the relevant policy agencies – Planning Institute of Jamaica (PIOJ), Office of Disaster Preparedness and Emergency Management (ODPEM), Ministry of Finance and Planning (MOFP) with data for effective policy decisions.
- Designs forms for the collection of information and the reporting on disaster response.
- Provides guidelines to Managers on Disaster response.
- Coordinates the activities of the Non-Governmental Organizations (NGO) – Red Cross, Salvation Army, Adventist Disaster Relief Agency (ADRA) and other NGOs.
- Coordinates with ODPEM on the evacuation of communities/persons to shelters.
- Coordinates and organize training in shelter management, damage assessment, data collection and counseling for resource personnel.
- Directs the procurement of food and comfort items.
- Liaise with Parish Managers and ODPEM Regional Disaster Coordinators on emergency matters and to ensure that all designated shelters are clearly marked and inspected on a regular basis.
- Directs assignment and supervision of shelter managers.
- Designs operational manual for shelter management.
- Designs the National Welfare, Operational Procedure and Communication Plan for Managing Welfare and Rehabilitation of victims.
- Establishes and maintain database on available human resource and equipment for disaster response.
- Recommends levels of assistance to victims of disasters.
- Liaise with and make recommendations to Housing Agencies and NGOs for houses for victims of disasters.
- Liaise with the Ministry of Justice on non-emigrants and refugees who land on Jamaica's shore, maintain database and ensure that their welfare needs are met.
- Ensures economic, efficient and effective use of available resources and avoidance of waste and extravagance.

REQUIRED COMPETENCIES:

- Strong leadership skills.
- Ability to motivate individuals.
- Good team player.
- Possess good interpersonal skills.
- Proficiency in Microsoft Word, Excel and other software applications.
- Good oral and written communication skills.

PERFORMANCE STANDARDS

- Work programme synchronized with Ministry Policy and Operation Framework
- All operating policy, guidelines and procedures are documented and current
- Key deliverables are produced within agreed time frame and required standard.
- Coordinate operational plans to support the objectives of the programme.
- Level of dedication and commitment displayed in the execution of duties especially in the context of emergency situation.

QUALIFICATIONS AND EXPERIENCE

- Degree in Social Sciences
- Training in Disaster Management.
- At least 5 years experience in Disaster Coordination and Welfare Management.
- At least 3 years experience at the management level in the Public Sector.

WORKING CONDITIONS:

- Should be able and willing to work long hours, including week-ends and Public Holidays.
- Will be required to travel island-wide and overseas.

AUTHORITY

- maximum amount of grant approval as per established guidelines.
- distribution of good to victims
- purchase of goods for storage