

POSITION DESCRIPTION

Job Title	:	Contingency Planning Specialist
Division	:	Office of Disaster Preparedness and Management
Unit	:	Preparedness and Response Unit
Reporting to	:	Operations Manager
Supervising	:	Nil
Role	:	The incumbent is responsible for reviewing, developing, monitoring and implementing contingency measures for all existing disaster plans. Reviews and provides technical input in the development of disaster plans for relevant stakeholder and ensures that plans are tested and updated regularly.

Duties and Responsibilities :

- Reviews existing Plans to determine appropriateness and completeness and makes recommendations for improvement and updating where necessary.
- Ensures that plans are consistent with existing parent, subsidiary and associated legislation and policies.
- Assesses roles and functions of all partners.
- Analyses the effectiveness of existing plans by monitoring and evaluating its application and implementation in past emergency situations.
- Develops a mechanism to track existing plans (e.g. their status, date of review etc.).
- Contributes to the completion of the National Disaster Management Plan and other Plans.
- Ensures that plans are in place and tested regularly in order to take into account changing situations such as hazard trends, legislation, policy and experiences gained from past events.

- Produces guidelines to help with contingency planning at the regional and community levels.
- Assists with reviewing disaster plan for Ministries and other national entities and provides technical input where necessary.
- Contributes to the design and staging of simulation exercises (table-top and full-scale) to test plans.
- Reviews and assesses the elements needed to support execution of plans (e.g. legislation, policies, resources, etc.).
- Submits reports to the Chief Executive Officer of ODPM of findings in order that these may be incorporated in the strategic planning process for the office.
- Performs any other related duties as required.

**Knowledge, Skills
and Abilities :**

- Knowledge of disaster risk management.
- Knowledge of planning procedures and practices.
- Excellent communication and interpersonal skills.
- Excellent organisational skills.
- Ability to assimilate and condense large volumes of information.
- Ability to work with a diverse assemblage of stakeholders, facilitate discussions and build consensus.

**Minimum
Qualifications and
Experience :**

- Bachelor's degree in Physical Science, Environmental Science or other related field
- Training in disaster management would be an asset.
- A minimum of two (2) years practical experience in contingency planning.

- Any equivalent combination of training and experience.

**Special
Requirement**

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