

POSITION DESCRIPTION

Job Title	:	Hazard Mitigation Specialist
Division	:	Office of Disaster Preparedness and Management
Unit	:	Mitigation, Planning and Research Unit
Reporting to	:	Mitigation Manager
Supervising	:	Nil
Role	:	Reporting to the Mitigation Manager, the incumbent is required to review, documents and conduct studies on hazards, vulnerability and risk assessments in Trinidad and Tobago. Duties include: providing technical guidance to development and/or reviewing of disaster risk reduction policies, plans, projects and other regulatory documents; guiding the development of early warning systems, conducting relevant training, contributing to preparation of proposals and liaising with other regulatory and monitoring organizations.

Duties and Responsibilities :

- Gathers and reviews current and past hazard assessment studies.
- Reviews and updates the extent of hazard mapping done for all hazards. Documents these and identifies gaps that exist.
- Conducts multi-hazard and vulnerability analyses which will form the basis of mitigation plans and policies.
- Provides technical input into the design, development and implementation of multi-hazard early warning systems.
- Contributes to the writing of the National Mitigation Plan, and other supporting or associated Plans.
- Assists the Regional Corporations and communities in the development of mitigation plans.
- Conducts hazard mitigation training at the regional and community levels.

- Contributes to the preparation of proposals on mitigation.
- Liaises closely with local, regional and international technical bodies including *inter alia* The University of the West Indies, Seismic Research Unit, and Caribbean Institute of Meteorology and Hydrology (CIMH).
- Researches and monitors various treaties and agreements to which Trinidad and Tobago is a signatory and makes recommendations to ensure national commitments and obligations are satisfied.
- Represents the ODPM on and contributes to technical Working or Sub Committees (local, national or regional).
- Performs any other related duties as required.

**Knowledge, Skills
and Abilities**

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- Knowledge of disaster risk management.
- Knowledge of multiple hazards and the local context.
- Knowledge of mitigation measures and practices.
- Strong writing and oral skills.
- Excellent interpersonal skills.
- Strong analytical and research skills.
- Ability to liaise comfortably with multiple stakeholders.

**Minimum
Qualifications and
Experience**

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- Bachelor's degree in Physical Sciences, Environmental Studies, or other related field
- Minimum of one (1) year experience in conducting hazard, risk and vulnerability assessments.

**Special
Requirement**

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