

POSITION DESCRIPTION

Job Title	:	Regional Co-ordinator
Division	:	Office of Disaster Preparedness and Management
Unit	:	Preparedness and Response Unit
Reporting to	:	Operations Manager
Supervising	:	Nil
Role	:	Reporting to the Operations Manager, the incumbent is required to provide technical guidance to the Regional Corporation and other stakeholders for the development and testing of relevant local disaster plans. Work includes: promoting and supporting CDM philosophy and practices at the local level, monitoring, evaluating and reporting on the performance of CDM programmes at the local level and supporting the coordination of response activities at the local EOCs.

Duties and Responsibilities :

- Provides technical guidance to the RC with regards to the development and testing of the regional disaster plan. Ensure that buy-in for the Plan is obtained from all relevant stakeholders.
- Develops a work programme that is designed to demonstrate the importance of a CDM approach as well as the value added to the RC for having a Regional Co-ordinator in place. Helps to build disaster readiness within the RC.
- Serves as a link between the RC and the ODPM and thereby helps to improve coordination mechanisms in place. Maintains an up to date contact list.
- Assesses the specific factors that impede the disaster management process at the local level and communicates these to the ODPM and RC for follow-up.

- Determines training and capacity needs and communicates these to the ODPM so that they can be incorporated in the work programme of the ODPM.
- Lobbies for the infusion of CDM principles and practices into the regular operations of the RC through targeted sensitization efforts and use of creative approaches. Places particular emphasis on the long term aspects of disaster management (e.g. mitigation) which are often not taken into consideration.
- Oversees the establishment and/or strengthening of local disaster management committees and provides technical guidance to these as necessary. Identifies ways to link the work of these Committees to existing groups within the Cooperation so as to change the view that disaster management is only what is done once an emergency arises.
- Supports the local disaster management committees and the Community Outreach Unit of the ODPM in forging links with communities so as to increase their participation in CDM activities.
- Recruits volunteers to help with the work of the RCs and ODPM.
- Researches, documents and shares best practices with other RCs.
- Organizes quarterly meetings to assess progress made and prepares and submits reports to the ODPM.
- Publicizes the work of the ODPM within the RC.
- Performs any other related duties as required.

**Knowledge, Skills
and Abilities :**

- Knowledge of local government structure and familiarity with regional context.
- Knowledge of CDM and practices and the concepts of hazard, vulnerability and risk.

- Knowledge of community resources and organizations.
- Outstanding organizational skills.
- Strong team building, delegation and negotiating skills.
- Excellent written and oral communication skills.
- Ability to forge partnerships amongst diverse stakeholders.
- Ability to organize and facilitate meetings and deliver presentations.
- Ability to represent local views and distill technical information into layman's terms.

**Minimum
Qualifications and
Experience :**

- Bachelor's degree in Earth Science or Natural Sciences .
- Experience working within local government or with Non-Governmental Organizations (NGOs) or Community Based Organizations (CBOs).
- Any equivalent combination of training and experience.

**Special
Requirement :**

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