

POSITION DESCRIPTION

Job Title	:	Mitigation Manager
Division	:	Office of Disaster Preparedness and Management
Unit	:	Mitigation, Planning and Research Unit
Reporting to	:	Chief Executive Officer
Supervising	:	Business Operations Assistant I Planning and Development Officer Geographical Information System Specialist Hazard Mitigation Specialist
Role	:	Reporting to the Chief Executive Officer, the incumbent will be required to manage and coordinate the Disaster Risk Reduction (DRR) projects and supervise the Mitigation Planning and Research team. Duties include: facilitating the delivery of ODPM's obligatory reports, promoting mitigation strategies and best practices in DRR. Coordinating and contributing to the development of a knowledge management platform for comprehensive disaster management in Trinidad and Tobago.

Duties and Responsibilities :

- Manages daily operations of the Mitigation, Planning and Research Unit.
- Reviews, develops and implements current policies, coordination mechanisms and institutional capacity for mitigation.
- Contributes to the national mitigation planning and policy development process and facilitates national consultations for disaster management with stakeholders.
- Assists with development and implementation of the National Mitigation Plan in consultation with the Deputy Chief Executive Officer.

- Supports the Chief Executive Officer in the strategic development and delivery of Comprehensive Disaster Management (CDM) Country Programme and work plans.
- Supports the Chief Executive Officer in the preparation of ODPM's obligatory reporting commitments including ODPM's Annual Reports.
- Supports and facilitates the delivery of the ODPM's CDM sectoral mainstreaming programmes and initiatives.
- Performs any other related duties as required.

Knowledge, Skills and Abilities :

- Knowledge of disaster risk management and synergies with sustainable development.
- Knowledge of mitigation measures and practices.
- Strong lobbying, negotiating and partnership building skills.
- Excellent written, verbal and organisational skills.
- Demonstrated leadership abilities.

Minimum Qualifications and Experience :

- Bachelor's degree in Physical Planning, Environment, Geology or Geography.

MBA would be an asset.
- Minimum of three (3) years experience in mitigation planning.

Special Requirement :

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