



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> MANAGER-DISASTER MANAGEMENT	<b>2.DIVISION</b> HEAD OFFICE	<b>3. DEPARTMENT</b> DISASTER MANAGEMENT
<b>4. ORGANIZATIONAL RELATIONSHIP</b> The Manager-Disaster Management will report to the Chief Executive Officer.	<b>5. NATURE &amp; SCOPE</b> The Manager-Disaster Management is responsible for administering and overseeing disaster management in accordance with local and international standards to facilitate the delivery of healthcare services in the Region. Duties include the coordination of the design, development, maintenance and exercising of disaster management plans, procedures and systems with the aim of ensuring health care services continuity in times of emergency and disaster.	
<b>6. SPECIFIC ACCOUNTABILITIES</b> The Manager-Disaster Management:		
<ul style="list-style-type: none"> <li>□ Develops, recommends and oversees the implementation of disaster management policies and procedures aligned with the Authority’s strategic objectives.</li> <li>□ Leads the implementation of the Authority’s Comprehensive Disaster Management Plan.</li> <li>□ Coordinates disaster management training and outreach programmes initiatives.</li> <li>□ Establishes and maintains partnerships with other disaster management organisations, locally and internationally, to ensure optimum performance in accordance with local and international best practices</li> <li>□ Supports the development, equipping and maintenance of the Emergency Operations Centre for the Authority</li> <li>□ Develops and schedules simulation exercises to test disaster management systems at the Authority</li> <li>□ Develops instructional and educational materials on disaster management for staff</li> <li>□ Supports business continuity planning activities at the Authority</li> <li>□ Collaborates with divisions to assess disaster risk and implement mitigation and preparedness strategies to reduce disaster risk, including improving backup systems</li> <li>□ Serves as Vice Chair of the Authority’s Disaster Management Steering Committee.</li> <li>□ Stays current with trends, legislation and best practices relating to disaster management</li> <li>□ Liaises with other agencies involved in disaster management to ensure collaboration in disaster preparedness and response</li> <li>□ Represents the Authority at the National Health Disaster Committee, and other related committees</li> <li>□ Ensures compliance with policies from the Ministry of Health, National Disaster Office and other relevant disaster management organisations.</li> <li>□ Prepares and manage departmental budgets, business plans and strategic plan.</li> <li>□ Performs related work as may be required by the appropriate Authority</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b>		
<ul style="list-style-type: none"> <li>□ Extensive knowledge and understanding of current disaster management practices and technologies.</li> <li>□ Working knowledge of redundant communication systems such as two-way radios.</li> <li>□ Good project management skills with the ability to coordinate the testing of disaster response and recovery mechanisms.</li> <li>□ Sound interpersonal attributes to interface effectively with staff at varying levels and external stakeholders within the organization.</li> <li>□ Excellent oral and written communication skills.</li> <li>□ Sound decision-making and critical thinking skills.</li> </ul>		

## **8. MINIMUM TRAINING AND EXPERIENCE**

- Training as evidence by a minimum of a Bachelor of Science in Disaster Management or an equivalent qualification in a related field.
- Minimum of seven (7) years of experience working in a disaster/emergency management environment.
- Minimum of three (3) years' experience at a managerial/supervisory level in a medium to large organization, with a compelling track record of effective leadership, decisiveness and quick and critical thinking.
- A track record of participation in organizational transformation activities with strengths in facilitating the change management.
- Experience in the healthcare environment will be considered an asset.
- Any equivalent combination of training and experience.

## **9. SUPERVISORY RESPONSIBILITIES**

- Disaster Management Officer
- Junior Administrative Assistant
- Clerk I
- Motor Vehicle Driver
- On-the-Job Trainee (OJT)

## **10. COMMUNICATION AND WORKING RELATIONSHIPS**

### ***Internal:***

- Chief Executive Officer
- Chief Operations Officer
- Disaster Management Officers
- Disaster Management Committee Members
- Other Heads of Department

### ***External:***

- Other Regional Health Authorities
- Ministry of Health
- Municipal Corporations
- Office of Disaster Preparedness and Management