

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

Ministry: Prime Minister's Office (National Disaster Risk Reduction and Management Centre)

Post: Director General

Salary: Rs 111,000 (02 00 99)

Effective Date: 10 September 2014

Qualifications: A. By selection from among serving officers who –

- (i) possess a Master's Degree in Management or Law or Business Administration with specialisation in Finance from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
- (ii) reckon at least 15 years' experience at senior management level in activities relating to any one of the following areas –
 - mitigation of disasters
 - preparedness for disasters
 - response to disasters
 - recovery from disasters

NOTE

In the absence of qualified serving officers, by selection from among candidates who –

- (i) possess a Master's Degree in Management or Law or Business Administration with specialisation in Finance from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and

/2...



CERTIFIED CORRECT

Alec...

.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

10 September 2014

Date.....

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

-2-

- (ii) reckon at least 15 years' experience at senior management level in activities relating to any one of the following areas –

mitigation of disasters

preparedness for disasters

response to disasters

recovery from disasters

- (iii) are computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

B. Candidates should –

- (i) possess strong leadership, management and communication skills;
- (ii) be able to provide clear strategic direction in attaining objectives;
- (iii) possess strong interpersonal skills and be able to establish and maintain effective working relationships with people of different backgrounds; and
- (iv) be proactive and have the ability to work under pressure and to take prompt decisions.

**Role and
Responsibilities:**

To be responsible for the effective and efficient management of the National Disaster Risk Reduction and Management Centre and ensuring the implementation of the disaster risk reduction policies, frameworks, plans, programmes and projects in line with Government policy.

/3...

CERTIFIED CORRECT

Akeem

.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

10 September 2014

Date.....



SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

-3-

Duties:

1. To be responsible to the Secretary to Cabinet and Head of the Civil Service for the performance of the following duties –
 - (a) to advise the National Disaster Risk Reduction and Management Council on matters relating to disaster risk management;
 - (b) to act as the main co-ordinator for disaster management activities before, during and after a disaster;
 - (c) to ensure that the Centre complies with the National Disaster Risk Reduction and Management Act or any other related legislation;
 - (d) to develop and implement the national policy to foster and promote the mitigation of, preparedness for, response to and recovery from disasters;
 - (e) to prepare and review, as and when required, the National Disaster Risk Reduction and Management Plan to ensure that all stakeholders develop and implement integrated disaster management plans/risk reduction programmes in accordance with developed and approved guidelines;
 - (f) to ensure that –
 - (i) all disaster response, recovery and preparedness programmes are of high quality and that release of alerts, warnings and advice to the public are timely, effective and efficient; and
 - (ii) all measures implemented and funds disbursed during the relief and recovery period are effective, efficient and accountable.
 - (g) to advise on the declaration of a disaster and lead the management of a disaster response;

/4...



CERTIFIED CORRECT

Alec...

.....
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

10 September 2014

Date.....

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

-4-

- (h) to proactively build and develop stakeholder relationships with a view to improving the effectiveness of programmes on preparedness, response and recovery;
 - (i) to co-ordinate the general policy of Government relating to the mitigation of, preparedness for, response to and recovery from national disasters in collaboration with relevant stakeholders;
 - (j) to co-ordinate regional and international engagement on disaster risk management issues; and
 - (k) to ensure that the various programmes/activities relating to the management of disasters for the purpose of determining the extent to which such programmes and activities are achieving the general policies/objectives of Government, and to make recommendations accordingly.
2. To use ICT in the performance of his duties.
3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Director General in the roles ascribed to him.



CERTIFIED CORRECT

Alecias

.....
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

10 September 2014

Date.....