

**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 Response

**Salary:** Rs 62,375 x 1,800 – 69,575 x 2,425 – 72,000 x 2,500 – 77,000 x 3,000 – 80,000 (02 81 89)

**Effective Date:** 10 September 2014

**Qualifications:** A. A degree in Management or Police Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) reckon at least eight years' experience at senior management level in activities relating to response to disasters;
- (ii) possess strong analytical skills, a sound track record of producing high-quality written outputs and presenting them in public settings;
- (iii) possess strong interpersonal skills and be able to establish effective working relationships with people of different backgrounds;
- (iv) be able to work under pressure; and
- (v) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and Responsibilities:** To be responsible for the effective and efficient management of the Response Team of the National Disaster Risk Reduction and Management Centre and for the co-ordination of the disaster management activities of the Centre.

**Duties:** 1. To be responsible to the Director General for the performance of the following duties –

- (a) to oversee, in the event of a disaster, the response operations under the leadership of the Director General;

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**CERTIFIED CORRECT**

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*S. Chandrasingh*  
.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
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- (b) to ensure that all disaster response programmes are of a high quality, timely, effective and efficient;
- (c) to provide timely strategic advice on management of disasters and ensure timely co-ordination of a disaster response;
- (d) to co-ordinate the implementation of the general policy of Government relating to response and relief from disasters;
- (e) to assess and review the various programmes and activities relating to response to disasters for the purpose of determining the extent to which such programmes and activities are achieving the general policy objectives and to make recommendations accordingly;
- (f) to ensure timely and efficient release of alerts and warnings to the public;
- (g) to provide inputs, as and when required, for inclusion in the National Disaster Risk Reduction and Management Plan;
- (h) to develop and implement national policies to foster and promote the efficient response to and relief from disasters;
- (i) to provide input for inclusion in programmes for public information and education on the mitigation of, preparedness for, response to and recovery from natural disasters;
- (j) to assist in the evaluation of the response capacities of stakeholders involved in disaster management and support their development;
- (k) to establish and agree on standards for dispensing of relief aid;

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- (l) to design and implement appropriate simulation exercises relating to the management of disasters; and
  - (m) to co-ordinate with key national, regional and global players in disaster response.
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 Response in the roles ascribed to him.

**Note**

The Director Response will be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays, during cyclonic periods and other natural calamities and emergencies.



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*S. Chandrasekaran*  
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*for Senior Chief Executive  
Ministry of Civil Service and  
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