



THE OFFICE OF DISASTER PREPAREDNESS & EMERGENCY MANAGEMENT

The island's disaster management agency is seeking individuals to join its team in the following capacities:

Senior Director Corporate Services (GMG/SEG 5) – Salary: \$7,716,712.00 per annum.

SENIOR DIRECTOR CORPORATE SERVICES (GMG/SEG 5)

JOB SUMMARY:

Reporting to the Director General, the Senior Director Corporate Services is responsible for managing the ODPEM's support functions to efficiently and effectively serve the organization's Strategic priorities. The position is responsible for directing and guiding Corporate Planning, Administrative/Records Management, Information Systems, Public Procurement, Business Development, and Corporate Communications Public Relations & Public Education

MAIN FUNCTIONS:

- Directs and coordinates the development of the organisation's Corporate/Strategic Plans.
- Oversees the Corporate Communications, Public Relations & Public Education function
- Oversees the general administrative and office management functions of the organisation to include, security, property and asset management, housekeeping, front desk operations and registry.
- Oversees the development, implementation and maintenance of computer-based Management Information Systems and Decision Support Systems.
- Oversees the public procurement function of the organisation

CORE COMPETENCIES

- Written Communication
- Oral Communication
- Planning and Organizing Skills
- Leadership Skills
- Problem Solving and Decision-Making
- Strategic Vision
- Customer and Quality Focus
- Teamwork and Cooperation
- Goal/Result Oriented
- Managing External Relationships
- Initiative

FUNCTIONAL COMPETENCIES

- Excellent knowledge of Government Administration Systems, Corporate Planning, Labour Laws and Industrial Relations Practices, Staff Orders, Public Service Regulations, Access to Information, Procurement Guidelines and other policies that govern HRM and Administration.

- Strong consultative competencies in guiding communication approaches in support of executive leaders and business strategy.
- Excellent human resource management skills.
- Ability to analyze and interpret financial and other corporate information for decision-making.
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations.
- Ability to prioritize amongst conflicting demands and make rational decisions based on a sound understanding of the facts in a limited time.
- Excellent knowledge and understanding of corporate functions and their potential strategic contribution.
- Ability to manage limited resources to achieve challenging output targets.
- Ability to effectively lead, manage and motivate staff and influence others
- Demonstrate a high level of integrity and confidentiality
- Ability to demonstrate good persuasive, negotiating and conflict resolution skills
- Comprehensive knowledge of the Government of Jamaica Planning and Policy Formulation
- Comprehensive knowledge of Strategic Planning processes
- Practical knowledge of information technology and productivity solutions.

REQUIRED EDUCATION /EXPERIENCE/SKILLS:

- Master's Degree in Business Administration, Management Studies or related field
- Certification in Strategic/Corporate Planning is required
- Eight (8) years' experience in Corporate/Strategic Management, at least four (4) years of which should be at a senior management level
- Training and/or experience in Business Continuity would be an asset
- The position requires thorough knowledge of human resource management, office management, financial management and information systems as well as in-depth knowledge of corporate planning and corporate governance.
- Change Management training

Interested persons may send in their applications including cover letter and resume no later than October 21, 2026, to the: -

***Director of Human Resource Management
Office of Disaster Preparedness & Emergency Management
2 – 4 Haining Road
Kingston 5***

Email: jobs@odpem.gov.jm

Please note that responses will be sent to short-listed applicants only.