



THE OFFICE OF DISASTER PREPAREDNESS & EMERGENCY MANAGEMENT

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

Training Officer (GMG/AM 3) Salary: \$2,190,302.00 per annum

TRAINING OFFICER (GMG/AM 3)

JOB PURPOSE

Under the supervision of the Director of Information & Training, the Training Officer is responsible for planning organizing designing and delivering training for National Disaster Risk Management (NDRM) programs to build awareness and educate the public in managing and responding to disasters.

MAIN FUNCTIONS

- Designs and delivers training courses, participates in simulation exercises and maintains a catalogue of instructional materials and tools
- Coordinates/conducts training, technical and educational interventions to support special programs/projects, MDAs and other entities.
- Conducts post-training assessment and analysis.
- In coordination with the Information Systems Department, maintains the website training portal.
- Liaises with regional and international disaster management agencies and international donor agencies for technical, support, training resources and related assistance.
- Participates in the administrative processes of the department such as, the development of the Annual training Plan, preparation of reports and other documents being produced by the Unit.

CORE COMPETENCIES

- Skilled in conducting research
- Strong public speaking/ presentation skills
- Strong communication skills; oral and written
- Sound analytical and problem-solving skills
- Strong interpersonal skill with the ability to establish and maintain effective working relationships.
- Ability to use tact, discretion, initiative and independent judgment within established guidelines
- Skilled in creativity, innovation
- The ability to maintain confidentiality and integrity
- Ability to multi-task and respond quickly to changing situations

FUNCTIONAL COMPETENCIES

- Thorough knowledge of current models of training
- Comprehensive knowledge of Disaster Management
- Comprehensive knowledge of Jamaica's Disaster Management Structure
- Knowledge of design of Disaster Simulation Exercises

- Computer literacy
- Skills in utilizing computer desktop publishing software
- Knowledge of adult instructional and learning theory and principles

REQUIRED EDUCATION /EXPERIENCE:

- A Teachers' Diploma or equivalent.
- Specialized training in conducting training programmes and activities
- Training in production and usage of audio-visual aids and equipment
- Training in Project Planning would be an asset
- Three (3) years experience in a training capacity

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.