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## JOB DESCRIPTION AND QUALIFICATIONS

Job Title : **Disaster Monitoring and Analysis Officer**  
Unit : **Monitoring and Analysis**  
Division : **Operations Division**  
Reporting to : **Assistant Director for Monitoring and Analysis**  
Supervising : **N/A**

### Broad Statement of Function

1. Carry out activities pertaining to disaster preparedness and response; particularly in hazard monitoring and disaster risk level analysis and assessment;
2. Assist in implementing cooperation programmes and projects to further improve ASEAN disaster monitoring and assessment;
3. Assist in implementing activities to attain objectives as stated in specific plans of action, such as ASEAN Agreement on Disaster Management and Emergency Response (AADMER) work programmes related to AHA Centre and work plans of the AHA Centre;
4. Carry out any other assignments as tasked by his/her supervisors.

### Primary Responsibilities

***Manage and carry out AHA Centre activities pertaining to disaster monitoring and hazard analysis; and ensure a high level of professionalism in those areas***

- Monitor on a 24/7 basis information on hazards through the Disaster Monitoring and Response System (DMRS) and other reliable sources;
- Ensure that the DMRS capabilities are fully utilised and updated for detecting and tracking potential hazards;
- When disaster(s) is imminent, monitor continuously and report the situation based on Operations Division SOPs, to ensure AHA Centre's readiness to respond at any moment's notice on a 24/7 basis;
- Obtain and consolidate information for analysis;
- Assist in the preparation of information products such as AHA Centre Situation Updates, Flash Updates, Weekly/Monthly Reports, etc.
- Assist in generating hazard modeling exercises to project and anticipate high risk levels of disasters;
- Update, consolidate and analyse hazard risk data from the DMRS, additional information from the NFPs and other early warning centers, and detect risk levels for possible regional-level implications;
- Continuously compile and update multi-hazard data (e.g. earthquake; tsunami; tropical storm; flood; landslide; land forest fire; draught; etc.) received from NFPs to be streamed and parsed into the DMRS for effective hazard monitoring;



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- Ensure that hazard information are continuously obtained from reliable hazard warning centres that are not able to be fed on-line into the DMRS to complement and produce more comprehensive risk level analyses;
- Alert the Operations Division if there is a possible hazard that may become a disaster risk;
- Collect from NFPs, on a continuous basis, spatial and non-spatial data on: population, infrastructure, geographical maps, impact data etc. required for situational awareness, reporting, and decision support;
- Compile and update assessment and damage reports for integration into the DMRS;
- Ensure that the DMRS and other AHA Centre tools are fully functional on a 24/7 basis in collaboration with the ICT Officer;
- Maintain communication linkages and rapport with peer-level officers in the NDMOs;
- Prepare and record documentation on activities relating to hazard monitoring and risk assessment;
- Follow and carry out monitoring and assessment procedures as stipulated in the SASOP.

## Job Qualification

### *Education*

- Preferably Master's Degree in one or more of the following disciplines: Disaster Monitoring, Early Warning and Risk Assessment; Disaster Management; Emergency Management; Disaster Risk Reduction; Natural Resource Management; Environmental Management; Business Management or relevant subject.

### *Requirements*

- At least five (5) years of work experience with proven track record and exposure to disaster monitoring and analysis in a government, international organisation and/or private sector;
- Knowledge and understanding of concepts of information and communications technology;
- Experience in working at an Emergency Operation Centre (EOC) will be an advantage;
- Ability in operating software related to disaster monitoring and analysis, and familiarity with emergency management applications, such as EMOPS, WebEOC and others, will be an advantage;
- Knowledge of ASEAN and its regional framework in disaster management, such as the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) and AHA Centre, will be an advantage; and
- Good command of the English language, both spoken and written.

## Other Competency Profile

- **Meticulous:** Ability to show great attention to details, when doing routine work as well as when working under pressure;
- **Communications and interpersonal skills:** Ability to express thoughts clearly, accurately and succinctly in verbal and in writing to different audiences, and ability to relate well with



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others and to maintain relations with cordiality and diplomacy;

- **Teamwork:** Ability to build trust and respect among fellow team members;
- **Effective problem solving skills:** Ability to use sound judgment and initiative, develop options and achieve outcomes;
- **Analytical skills:** Ability to gather and analyse information and solve problems by using a logical and systematic approach;
- **Planning and organising:** Ability to establish a coherent course of action to achieve goals, ability to translate plans into actions, organise work, monitor & review outcomes, and communicate the results clearly both orally and in writing;
- **Organisational awareness:** Ability to align thinking and actions to organisational values;
- **Flexibility and adaptability:** Ability to respond positively to change and new organisational practices, structures, procedures and technology;
- **Personal credibility:** Has high regards for self-discipline, good attendance record, respect punctuality and set example to others, show consistency in words and actions, has high integrity and is conscientious;
- **Ability to work in a multi-cultural setting and under pressure:** Ability to interact effectively with people from different cultures, ability to remain efficient and productive under pressure.

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