

**Employment Opportunity**

**Early Warning Director**

The National Disaster Management Agency (NDMA) invites applications from highly skilled and experienced professionals to apply for the position of **Early Warning Director**.

This pivotal position is responsible for leading and coordinating efforts to anticipate, detect, and communicate potential natural or man-made hazards. It is also instrumental in the implementation of sustainable, early warning and risk reduction strategies that enhance national disaster preparedness and resilience.

The incumbent will be entrusted with designing and management of the Agency’s enterprise-wide risk assessment framework, ensuring alignment with NDMA’s strategic objectives and compliance with regulatory requirements. The position reports directly to the Chief Executive Officer.

**Main Responsibilities:**

* Develop a knowledge management strategy that is linked to the overall strategy of NDMA.
* Develop and implement policies and procedures for research and early warning function.
* Provide sound leadership and coordination of the national multi-hazard early warning system and ensure adherence to professional and ethical operational standards.
* Maintain communication linkages and rapport with regional peers in the relevant monitoring, risk assessment and early warning.
* Evaluate research tools and emerging technology and coordinate vendor relations.
* Promote and facilitate leading-edge research, including collaborative and interdisciplinary research, in areas related to the strategic goals of NDMA.
* Build and provide sufficient support for a community of innovative researchers to enhance research capacity at NDMA.
* Develop networks between NDMA and researchers in the field of disaster risk management in the public and private sectors, locally, regionally and internationally.
* Develop and present funding proposals for NDMA projects.
* Prepare and submit quarterly and monthly management reports.
* Set departmental and individual employee quality goals and perform routine evaluation of progress toward these goals
* Manage the performance and development of direct reports.
* Build and lead a high-performance team, providing guidance, mentorship and development opportunities.
* Foster a culture of collaboration, accountability and continuous improvement within the organisation.

**Key Competencies**

* Strategic agility and proven business acumen.
* Well stablished analytical, problem-solving, and decision-making skills.
* Strong communication, interpersonal, and presentation skills.
* Ability to build effective relationships and collaborate effectively with stakeholders at all levels.
* Strong leadership and project management ability.
* High level of integrity and confidentiality

**Qualifications and Experience**

* Degree in Social Sciences with a major in public administration / health, emergency management, sustainability or any equivalent qualification.
* MBA / MSc from a reputable institution would be an added advantage.
* 5 years senior management experience working in a humanitarian focused organisation is a prerequisite.
* Working knowledge of sustainable development, climate change, disaster risk reduction and agricultural economics.
* Certifications such as Certified Emergency Manager (CMP), Project Management (PMP®) Master Exercise Practitioner (MEP) certifications would be a distinct asset.
* Proficiency in incident management systems and disaster response software
* Experience with data analysis tools for risk assessment and resource allocation
* Knowledge of geographic information systems (GIS) for mapping and analysis of disaster-affected areas.

Written applications accompanied by certified copies of academic certificates must be submitted together with a comprehensive Curriculum Vitae. All applications will be acknowledged.

**Closing date for applications is 2 May 2025**. Only emailed applications will be accepted. Late applications will not be accepted. Should you not receive further correspondence within one month of the closing date, please consider your application to be unsuccessful.

The position for which you are applying for must be clearly specified in the subject line.

**Please apply in writing to:**

The Recruitment Manager

SNG Grant Thornton (Pty) Ltd

Umkhiwa House, Lot 195

Kal Grant Street, Mbabane

**Email**: recruitment.sz@sng.gt.com

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