
Communication Team

Purpose: Oversees information technology and communications needs at the POD. This position reports to the Inventory and Supply Team Leader

Responsible For:

- Set-up of Communication and IT systems
- Maintaining information technology and communication needs during POD operations.
- Ensuring equipment is functional and in working order.
- Notifying security to handle disruptive individuals, as needed.
- Reporting problems to Inventory and Supply Team Leader

Qualifications: Knowledgeable about Information Technology (IT), Communication systems, communication requirements, organization structure, communication logs, document management, and safety. Knowledgeable about IT and communication equipment and supplies needed to establish and maintain interoperable communications (written, electronic, voice) at a dispensing site.

Responsibilities Upon Activation:

- Receive appointment and briefing from Inventory and Supply Team Leader
- Review POD Site Plan
- Review Job Aid(s)
- Review role at Dispensing Site as per briefing and assignment
- Review and familiarize self with dispensing center workstations, loading dock areas, receiving and storage areas, etc
- Secure inventory of IT and communication and supplies, i.e., Faxes, computers, Phones, Radios, air cards, etc
- Ensure assigned staff is familiar with communication system procedures and protocols.
- Ensure accountability of all IT and communication documentation and logs
- Ensure functionality of all IT and communications systems.

Ongoing Responsibilities:

- Inform Inventory and Supply Team Leader about status of IT and communication systems
- immediately report problems with any IT or communication system(s)
- Carry out requisition, equipment repair/replace requests as per established procedures
- Confirm that requested equipment and supplies reach their destination
- Follow-up and resolve any IT or communication system procurement problems
- Conduct POD inventory status every operational period of IT and communications equipment, communication logs and documents to determine use and what supplies/equipments need to be ordered
- Provide continued status updates on IT and communication requirements to Inventory and Supply Team Leader

Demobilization Responsibilities:

- Supervise the demobilization and recovery of IT and communications systems as requested.
- Identify issues for After Action Report
- Ensure the collection of all IT and communication logs and communication documentation paperwork
- Conduct exit interviews with your direct reports
- Participate in After Action Review meetings, as required
- Participate in scheduled debriefing sessions