

Job Opportunity: Comprehensive Disaster Management (CDM)CONFERENCE COORDINATOR

Competition Reference Number	CDERA-CU/CIDA-DFID/001
Deadline Date for Application	November 24, 2008
Salary Grade	J9
Duration	One (1) year renewable
Location	Bridgetown, Barbados – LOCAL HIRE POSITION
Organization	Caribbean Disaster Emergency Response Agency

Open To:

All employees of CDERA Coordinating Unit and to the general public

Salary and Benefits:

CDERA offers an attractive benefits package. The salary will be based on the individual's qualifications and experience. The salary range for this position is J9 in the CDERA scalar salary schedule.

Merit Criteria:

Qualifications and Experience

- A qualification in Events Planning or Management or a minimum of five (5) years professional experience
- Passes in at least five (5) CXC or GCE O' levels subjects, including English Language
- Demonstrated experience in setting up and marketing a commercial exhibition

Knowledge and Skills

- Required to be proficient in the use of general office equipment - i.e. computer, fax, typewriter, photocopier etc.
- Ability to efficiently utilize wordprocessing, database management, spreadsheet software programmes
- Ability to prepare budgets and marketing plans
- Strong report writing and communication and negotiation skills

Language Requirements:

Good knowledge of English

Conditions of Employment:

Preference will be given to citizens and permanent residents of CARICOM countries.

Information Notes:

1. Candidates must clearly demonstrate in writing that they meet all of the above criteria. Failure to do so may result in your application not receiving further consideration.
2. Send your application, including Resume, two (2) testimonials and copies of certificates via email to cdera@caribsurf.com or fax number 246-425-8854. Quote selection process number is: CDERA-CU/CIDA-DFID/001
3. Acknowledgement of receipt of applications will not be sent. We would like to thank all candidates who apply as only those selected for an interview will be contacted.

JOB DESCRIPTION – CDM CONFERENCE COORDINATOR

1.0 FUNCTIONAL RELATIONSHIPS

Works under the direction of and reports to the Technical Manager, Preparedness and Country Support and collaborates with CDERA Coordinating Staff and Conference Partners.

2.0 SUMMARY

The incumbent will be expected to facilitate the smooth, timely and professional organization of the CDM Conference 2008. In that regard, the reliable flow of information amongst the CDERA Logistics Planning Committee and the CDM Conference Partners Planning Group will be critical.

3.0 DUTIES AND RESPONSIBILITIES

3.1 Conference Coordination

- a. Attends all meetings of the CDM Conference Logistics Committee and Partners Planning Committees and prepare accurate minutes of meetings and arrange for circulation as required;
- b. Prepare and disseminate conference correspondence and follow up as directed;
- c. Liaises with Conference Venue on logistical arrangements for the Conference as directed;
- d. Arranges appointments and interviews, schedules meetings and overseas travel as required
- e. Prepares and dispatches correspondence, parcels and other official messages and maintains proper records of all incoming and outgoing correspondence
- f. Sources and orders conference materials and paraphernalia
- g. Performs such other job-related duties as may be assigned from time to time by the Technical Manager, Preparedness and Country Support or other duly authorized staff member in their absence.

3.2 Exhibition Planning and Execution

- h. Provides reports for CDM Conference Committees (internal and external) on progress to date;
- i. Ensure that the Exhibition facilities are adequate and that exhibits are setup and dismantled in a timely manner;
- j. Prepare invitations to potential exhibitors and participants and follow up as directed by the CDM Conference Chair or other designated CDERA Coordinating Unit staff;
- k. Make adequate arrangements for the security of the Exhibition areas and escorting of exhibitors;
- l. Ensure all accounts are settled within one month after the closure of the conference.
- m. Provide any other assistance for the convening of the conference as required.
- n. Ensure that the Exhibition is properly managed for the period of the exhibits and provide the timely resolution of any issues or challenges that may arise;
- o. Make contact with potential exhibitors for CDM Conference 2008

3.3 Exhibition Design

- p. Develop an Exhibition Concept and Budget. Costs should include logistics and administration costs;
- q. Design a floor plan for the Exhibition facility, prepare a fee structure for rental of booths and booking forms for approval by the CDM Conference Logistics Committee;

- 3.4 Exhibition Marketing
 - r. Develop a draft Marketing Strategy and plan for the Exhibition;
 - s. Actively market the Exhibition component and secure bookings for available exhibition space.
- 3.5 Prepare a work plan for the above
- 3.6 Prepare and monthly reports on the Conference Planning Exhibition in the context of the work plan.

4.0 CONDITIONS

General administrative office accommodation provided.

- 4.1 Expected to take proper care of office equipment in use - computer, photocopier, typewriter and fax machine.
- 4.2 Institutional support provided through documented rules and regulations, general policy guidelines and through access to available relevant information resources and facilities.
- 4.3 Subject to general service conditions applicable to established staff of the Agency.

5.0 EVALUATION CRITERIA

Work performance will be evaluated on the delivery of the following:

1. Reports of CDM Conference Meetings
2. Exhibition Concept and Budget
3. Exhibition Marketing Strategy and Plan
4. CDM Conference Exhibition convened during December 8-12, 2008
5. Filing completed on a fortnightly basis.
6. Activity reports provided monthly
7. A final narrative and financial report on the arrangements for the Conference and Exhibition. It should include the activities that went well and those that did not; with recommendations
8. An Inventory of potential conference invitees and exhibitors 2009.
9. Responsiveness and flexibility in handling assignments.
10. Demonstrated ability, commitment and exercise of initiative.