

Job Opportunity: Deputy Coordinator, CDERA CU

Competition Reference Number:	CDERA CU-DC-07
Deadline Date for Application:	June 30, 2007
Salary Grade:	S4
Duration:	Minimum of Two years Appointment
Location:	Bridgetown, Barbados
Organization:	Caribbean Disaster Response Agency (CDERA)

Open To:

All employees of CDERA CU and nationals of CDERA Participating States.

Salary and Benefits:

The 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 S4 in the CDERA scalar schedule.

Merit Criteria:

Qualifications and Experience

Education:

MBA or Post Graduate Degree in the management sciences and Post –Graduate level training in Geo-Sciences, Earth Science, Disaster Management or Environment

Experience:

- At least 7 years post qualification experience at a management level or ten years senior management experience in the public or private sector or 15 years experience in a regional or international institution with 5 of these at the senior management level
- Extensive knowledge of Finance and Administrative systems for not-for profit Institutions.
- Good knowledge of computerized accounting systems. Experience with Quick Books accounting soft-ware is a distinct asset
- Extensive knowledge of current management trends and best practices, including change management
- Good knowledge of Strategic Planning, Programme Evaluation and Project Management, including Project planning and development, Programme budgeting, Logical framework analysis and/or Results Base Management (RBM), and reporting
- Good knowledge of disaster management in the region, especially within CDERA Participating States, and internationally
- Good track record of resource mobilization

Language Requirements:

Good knowledge of English
Knowledge of French or Spanish is an asset

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 merit criteria. Failure to do so may result in your application not receiving further consideration.
2. Send your application, including Resume, via e-mail to: coordinatorsec@cdera.org. Quote selection process number: **CDERA CU-DC-07**
3. Candidates must agree to relocate to Barbados. Interviews and relocation expenses will be reimbursed in keeping with CDERA rules.
4. Acknowledgment of receipt of applications will not be sent; we would like to thank all candidates who apply. Only those selected for an interview will be contacted.

TERMS OF REFERENCE (TOR) FOR DEPUTY COORDINATOR, CDERA

TITLE: DEPUTY COORDINATOR

REPORTS TO: COORDINATOR

A. KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

As part of the Executive Management Team the role of the Deputy Coordinator is to lead the Administrative and Finance Unit and provide analytical support to the other three (3) functional areas of the Coordinating Unit-

- i) Information Communication and Technology (ICT)
- ii) Disaster preparedness and Response
- iii) Mitigation and Research

Specifically, the Deputy Coordinator will provide leadership in the following areas:

B. DUTIES AND RESPONSIBILITIES

B.1 Administrative

- B.1.1 Provides conceptual and technical leadership towards the development and maintenance of the Agency's finance and administrative systems.
- B.1.2 Prepares Mutual Aid Agreements between the Agency and other organizations.
- B.1.3 Consults with the Coordinator on the development, promulgation and application of criteria for staff recruitment and evaluation.
- B.1.4 Develops and maintains appropriate systems, procedures and records for the management of the Agency's funds and other

resources, including an Accounts Operations Manual and monitor these on an ongoing basis.

- B.1.5 Ensures that appropriate inventories for all furniture, equipment, materials and supplies of the Agency are maintained.
- B.1.6 Monitors and ensures that the Agency's assets are adequately insured and equipment and motor vehicle are serviced as per approved schedules.
- B.1.7 Maintains and updates annually an Administrative Procedures Manual for the Agency and ensures that all members of staff receive a copy on joining the Agency.
- B.1.8 Submits to the Coordinator, a monthly report on activities undertaken, challenges to be addressed with recommendations for action.
- B.1.9 Manages arrangements for the meetings of the organs of the Agency and for preparation and finalization of reports therefrom.
- B.1.10 Manages the Agency's award programme.
- B.1.11 Coordinates the preparation and production of the Agency's Annual Report.
- B.1.12 Coordinates the appraisals of support staff as designated.
- B.1.13 Deputizes for or represent the Coordinator as requested.

B.2 Financial

- B.2.1 Organizes the preparation of the Agency's Annual Budget.
- B.2.2 Monitors the preparation of requisitions for items.
- B.2.3 Ensures that proper records of all financial transactions are maintained and supervises the reconciliation of all accounts and prepares such financial statements as may be required by the Agency and by donors from time to time;
- B.2.4 Prepares quarterly financial reports for the Agency.

B.2.5 Procures within budgetary allocation, the approved goods and services necessary for efficient administration and effective execution of the Agency's work programme.

B.3 Operational

B.3.1 Identifies, inventorizes, monitors and ensures the operational readiness of vital equipment, machines and supplies required for disaster coordination activities.

B.3.2 Manages key result areas of the Strategic Plan as agreed with the Coordinator

B.3.3 Provides leadership to and oversees the Financial management of the projects in the Coordinating Unit

C. CONDITIONS

C.1 Office accommodation provided.

C.2 Institutional support provided through documented rules and regulations, general policy guidelines and through access to available relevant information, resources and facilities.

C.3 Position requires periods of travel to CDERA member states as well as other destinations.

C.4 Subject to general service conditions applicable to established staff members of the Agency.

C.5 Required to maintain current knowledge of the responsibilities of other agencies and organizations with regional disaster management agendas.

C.6 Required to be available on a twenty four (24) hour basis.

D. QUALIFICATIONS AND EXPERIENCE

D.1 MBA or Post Graduate Degree in the management sciences and Post – Graduate level training in Geo-Sciences, Earth Science, Disaster Management or Environment with at least seven (7) years post qualification experience at a management level

- D.2 A Post Graduate degree in any of the disciplines listed above with at least ten (10) years post qualification experience at a senior management level in the private or public sector
- D.3 At least fifteen (15) years experience in a Regional, International or multi-Lateral Organization
- D.4 Extensive knowledge of Finance and Administrative systems for not-for profit Institutions. Experience with Quick Books accounting soft-ware is desirable
- D.5 Extensive knowledge of current management trends and best practices, including change management.
- D.6 Good knowledge of Strategic Planning, Programme Evaluation and Project Management, including Project planning and development, Programme budgeting, Logical framework analysis and/or Resource Base Analysis (RBA), and reporting.
- D.7 Good knowledge of disaster management within the Caribbean, including the mandate, and organization of the Caribbean Disaster Response Agency , its structure, operations, policies, and priorities, and those of its principal external clients and partner organizations.
- D.8 Knowledge of one of the following key functional areas:
 - i) Information Communication and Technology
 - ii) Disaster Preparedness and Response
 - iii) Mitigation and Research

E. EVALUATION CRITERIA

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

- E.1 Demonstrated administrative and human management skills.
- E.2 Timely completion of assignments and reports, and the ability to meet deadlines.
- E.3 Technical accuracy and general quality of assignment.
- E.4 Knowledge and understanding of and the effective application of the Agency's policies and objectives.
- E.5 Project and administrative problems handled and the overall effectiveness of measures implemented to resolve them.
- E.6 Performance Agreement

F. SKILLS, KNOWLEDGE AND ABILITIES:

- F.1 Experience in preparing financial reports for Management
- F.2 A sound knowledge of and experience in project management issues.
- F.3 A capacity for independent thought and action and the ability to tender professional advice.
- F.4 Ability to communicate effectively with persons at all levels.
- F.5 Knowledge of computerized accounting systems.
- F.6 Experience in Management at a senior level
- F.7 Demonstrated Team Leadership
- F.8 Experience in Resource Mobilization

Personal Attributes

1. Actively supports development of staff members
2. Leadership skills
3. Seek responsibilities and actively make decisions
4. Capacity to introduce change and encourages others to accept change

5. Committed to improve Leadership performance and effectiveness
6. Inspires others through own actions and behaviour