

Job Opportunity: Programme Coordinator, CDERA Coordinating Unit

Competition Reference Number	CDERA-CU/CDM-HIP/04
Deadline Date for Application	November 24, 2008
Salary Grade	S2
Duration	Minimum of three (3) years
Location	Bridgetown, Barbados
Organization	Caribbean Disaster Emergency Response Agency

Open To:

All employees of CDERA Coordinating Unit and to the general public. Preference will be given to citizens and permanent residents of CARICOM countries.

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 S2 in the CDERA scalar salary schedule.

Merit Criteria:

Qualifications and Experience

- Masters Degree in Earth Science, Social Science or equivalent qualification and 5-10 years subject matter experience gained through service within a disaster management or civil defense organization or affiliated organizations.
- Project management certification and 5 years project management work experience.
- Demonstrated experience working in projects financed by bilateral or multilateral agencies such as the IDB, CDB, CIDA, DFID, or EU would be a distinct asset.

Knowledge and Skills

- Ability to efficiently utilize word processing, Microsoft projects, database management, and spreadsheet/accounting software programmes
- Report writing, Data Acquisition and Analysis skills
- Ability to communicate and relate effectively with persons at all levels
- Good interpersonal skills and communications
- A good working knowledge of disaster and project management issues

Language Requirements:

Proficient in the use of English. Working knowledge of Spanish and French will be a distinct asset.

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/CDM-HIP/04.
3. Candidates not resident in Barbados must agree to relocate to Barbados. Interview and relocation expenses will be reimbursed in keeping with CDERA rules

4. 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 – PROGRAMME COORDINATOR

1.0 FUNCTIONAL RELATIONSHIPS

Reports to the Programme Manager and works in close collaboration with other CDERA staff.

2.0 SUMMARY

Under the guidance of the Programme Manager, the incumbent will coordinate, guide and direct all activities of the programme to ensure that the programme's objectives and results are achieved in a timely fashion and in accordance with the established rules and procedures of CIDA, DFID and CDERA. This includes ensuring that all programme activities mutually support and strengthen each other. In carrying out the logistics functions, the incumbent of the post shall have specific responsibility to plan, organize, and ensure the timely procurement of all goods and services and to facilitate the distribution of the latter.

3.0 DUTIES AND RESPONSIBILITIES

Specifically, the Programme Coordinator will:

- 3.1 Coordinate the general execution of the programme's activities, including the supervision of the programme staff.
- 3.2 Draft and supervise the execution of all performance contracts, approve intermediate payments against review of deliverables and prepare final evaluation as condition for final payment;
- 3.3 Liaise with key personnel of co-executing partners to ensure adequate and timely technical inputs to the programme
- 3.4 Ensure coordination support for the programme; facilitate information sharing
- 3.5 Coordinate activities amongst programme stakeholders and within the CU;
- 3.6 Ensure that the administrative and technical processes are carried out in conformity with the agreed standards and policies;
- 3.7 Be responsible for the orderly operation of the programme in line with established procedures and within established budgets. This includes *inter alia*, the ordering of supplies, monitoring of expenditures, ensuring that inputs are properly accounted for and arrangements for payment of recurrent and other expenditures are timely;
- 3.8 Identify and recommend consultants to carry out specific tasks relating to the programme;
- 3.9 Act as Secretary of the Programme Management Advisory Committee (MAC);
- 3.10 Undertake actions necessary for the timely execution of the contractual conditions set out in the contract between CDERA,CIDA and DFID, particularly actions relating to the financing of the programme
- 3.11 Produce annual workplans and obtain the endorsement of the CDERA Coordinator and the MAC before submitting this documentation to the donrs for its approval;
- 3.12 Coordinate and/or prepare the semiannual and other progress reports as required by donors;
- 3.13 Submit monthly internal reports to the Coordinator on the status of assigned, delegated and designated duties.
- 3.14 Prepare quarterly internal progress reports
- 3.15 Ensure that financial resources are used according to the established accounting and financial standards and procedures of CDERA, DFID and CIDA;
- 3.16 Meet monthly and liaise with the assigned CDERA Coordinating Unit Staff to ensure that accounting information of the programme is processed in accordance with agreed standards;
- 3.17 Consult with the Programme's Accounting Personnel on the preparation of vouchers for approval and payment of programme expenditure and maintenance of updated accounts;

- 3.18 Plan, coordinate and/or carry out the follow-up, control and evaluation aspects of the programme with the objective of achieving the expected results and quality;
- 3.19 Undertake such travel as may be required from time to time in connection with programme execution;
- 3.20 Undertake any other activities required for the fulfillment of the mandate of the post.

4.0 CONDITIONS

- 4.1 General administrative office accommodation provided
- 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 Position requires periods of travel to CDERA member states as well as other destinations
- 4.4 Subject to applicable service conditions of the Agency
- 4.5 Required to maintain current knowledge of the responsibilities of other agencies and organizations with regional disaster management agencies

5.0 EVALUTION CRITERIA

The performance plan will include performance objectives and job standards including:

- 5.1 Demonstrated project, administrative and human management skills
- 5.2 Achievement of project objectives within the time and financial allocations
- 5.3 Timely completion of assignments and reports and ability to meet established deadlines
- 5.4 Fostering of teamwork within the project team
- 5.5 Knowledge and understanding of and the effective application of the Agency's policies and objectives
- 5.6 Effectiveness of communication
- 5.7 Technical accuracy and general quality of assignments undertaken
- 5.8 Demonstrated reliability and initiative