

## Job Opportunity: Senior Programme Officer, CDERA Coordinating Unit

Competition Reference Number	CDERA-CU/CDM-HIP/05
Deadline Date for Application	July 31, 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 five (5) years subject matter experience gained through service within a disaster management or civil defense organization or affiliated organizations.
- Project management certification and 2-5 years project management work experience in a disaster management agency or similar organization.

#### Knowledge and Skills

- Ability to efficiently utilize accounting, word-processing, database management and spreadsheet software programmes
- Report writing, data acquisition and analysis skills
- Good interpersonal skills and communications
- A good working knowledge of disaster and project management issues
- Knowledge of Microsoft project software
- Team player who can work with minimum supervision
- Sound research capability
- Competent in the preparation of briefs/summaries
- Demonstrated ability to organize

### 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](mailto:cdera@caribsurf.com) or fax number 246-425-8854. Quote selection process number is: CDERA-CU/CDM-HIP/05
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 – SENIOR PROGRAMME OFFICER

## 1.0 FUNCTIONAL RELATIONSHIPS

Reports to the Coordinator and works in close collaboration with other programme staff and CDERA/CU Staff.

## 2.0 SUMMARY

The Senior Programme Officer will be assigned directly to the Office of the Coordinator, providing support in the areas of partnership management, strategic mobilization and resource mobilization to support CDM implementation. This Senior Programme Officer shall work under the day-to-day direction of the CDERA Coordinator.

## 3.0 DUTIES AND RESPONSIBILITIES

Specifically, the Senior Programme Officer:

- 3.1 Provides partnership management, strategic mobilization and resource mobilization support to ensure efficient and effective management of related activities being coordinated by the Office of the Coordinator;
- 3.2 Coordinates the implementation of projects being implemented by the Office of the Coordinator;
- 3.3 Develops Projects proposals which mobilize resources for support of CDM implementation;
- 3.4 Prepares project implementation reports and schedules for submission to the Coordinator and Funding Agencies;
- 3.5 Develops work plan and scheduling of programming activities in keeping with the Coordinating Unit's work programme and agreed CDM priorities;
- 3.6 Ensures that the relevant contracts relating to terms and conditions of work solicited for the project are available;
- 3.7 Ensures that the documents pertaining to the projects under the purview of the Office of the Coordinator are properly maintained;
- 3.8 Supports administrative arrangements of project activities to facilitate timely preparation of reports therefrom;
- 3.9 Gathers, investigates, and analyses specific issues affecting the Office of the Coordinator's operations;
- 3.10 Develops and prepares non-routine reports and correspondence which may be highly sensitive and confidential in nature;
- 3.11 Works closely with the Coordinator and the staff of the Office of the Coordinator to provide support at Management and Board level;
- 3.12 Produces memos, reports, letters and other written materials on behalf of the Coordinator;
- 3.13 Performs such other job-related duties as may be assigned from time to time by the Coordinator or other duly authorized staff member in his absence.

## 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 general service conditions applicable to established staff members 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 EVALUATION CRITERIA**

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

- 5.1 Demonstrated administrative and human management skills
- 5.2 Timely completion of assignments and reports and ability to meet deadlines
- 5.3 Technical accuracy and general quality of assignment
- 5.4 Knowledge and understanding of and the effective application of the Agency's policies and objectives
- 5.5 Teamwork
- 5.6 Reliability and initiative
- 5.7 Communication Effectiveness
- 5.8 Timely completion and submission of Monthly Activity Reports and assigned Progress Reports