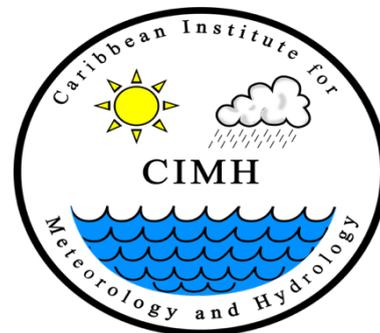


Terms of Reference #2-CLIMSA-CMO/CIMH

Post of **Programme Manager** for the Caribbean
Intra-ACP Climate Services and Related
Applications (ClimSA) Programme





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PROGRAMME MANAGER

Closing Date: October 14, 2021

1. REQUEST FOR APPLICATIONS

Applications are invited from interested and suitably qualified nationals of CARIFORUM Member States to fill the abovementioned position at the Caribbean Institute for Meteorology and Hydrology (CIMH), Husbands, St. James, Barbados. The assigned duty station in Barbados, however, it is recognized that the on-going global COVID-19 pandemic may limit initial travel to the duty station.

2. FUNCTIONS OF THE POST

Under the direction of the Principal of the CIMH and the Head of the Regional Climate Centre (RCC) for the Caribbean, as designated by the World Meteorological Organization, the **Programme Manager** will be responsible for the implementation and monitoring for the Caribbean *Intra-ACP Climate Services and Related Applications (ClimSA) Programme*. The Programme Manager will be supported in part by the RCC as well as personnel to be hired under the programme.

3. QUALIFICATIONS AND EXPERIENCE

Candidates should possess:

- (1) At least a Master's Degree in Development Economics, Development Studies, Project Management, or in any other related area;
- (2) At least five (5) years' experience managing the implementation of European Union funded projects/programme;
- (3) At least ten (10) years' experience in the areas of Project/Programme Management or Implementation
- (4) At least five (5) years' experience leading results-oriented programming, monitoring and evaluation of development initiatives
- (5) At least five (5) years working in any of the following institutions would be an asset:
 - (a) A Caribbean or an international agency;
 - (b) A multi-national/development partner organization;
 - (c) A relevant public sector entity (Ministries/Statutory bodies);
 - (d) An institution whose core business is development;

Training and/or documented working experience in the following areas would be a further asset:

- (1) Environment studies/management, climate services and climate change in developing countries;
- (2) Implementing multi-million dollars international development partner funded regional projects/programmes through focal points at the regional and national level.



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The following knowledge and skills are essential:

- (1) Microsoft Office Suite and a digital project management tool such as Microsoft Project;
- (2) European Commission Aid Delivery Methods Management: Project Cycle Management
- (3) Critical thinking and solutions oriented;
- (4) Leadership, Strategic Management and/or Innovation;
- (5) Demonstrated writing and reporting skills in English;
- (6) Excellent stakeholder management skills;
- (7) Excellent communication skills;
- (8) Excellent ability to rapidly identify and resolve conflict.

4. DUTIES AND RESPONSIBILITIES

Under the direction of the Principal, the Head of the RCC or their delegates, the **Programme Manager** will be required to:

- (1) **UNDERTAKE** the coordination of all relevant ClimSA programming activities with key stakeholders to include among others, the EU Delegation for the Eastern Caribbean and Barbados, the Secretariat of OACPS, the World Meteorological Organization (WMO), the Caribbean Meteorological Organisation (CMO), Regional sector partners, and ClimSA Programme counterparts from other ACP countries and regions.
- (2) **CO-LEAD** the implementation of the Caribbean ClimSA Programme with the RCC and other relevant staff of CIMH.
- (3) **DEVELOP** Terms of Reference (TORs) and Request for Proposal (RFPs) for and manage the engagement of technical assistance/consultancies to be recruited to assist the implementation of the Caribbean ClimSA Programme.
- (4) **PREPARE** the Caribbean ClimSA Project annual workplans and budgets and other planning and implementation documents such as quarterly, six monthly and annual progress and financial reports.
- (5) **PROMOTE** the results and achievement of, and the visibility of the donor's contribution to the region through, the Caribbean ClimSA Programme in collaboration with the Communications Specialist.
- (6) **SUPERVISE** the financial auditing, monitoring and evaluation of the programme.
- (7) **PROVIDE** technical support to the Programme Steering and Advisory Committees and to agencies supporting the implementing the Caribbean ClimSA Programme;
- (8) **PARTICIPATE** and **ASSIST** in internal and external meetings as necessary;
- (9) **UNDERTAKE** travel under the programme as required.

5. EMOLUMENTS AND BENEFITS

Compensation will be commensurate with academic background and experience. The ideal candidate should be a mid-career professional. A non-contributory medical plan is being offered.



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6. DURATION & EXPECTED START DATE

The position is available for 2 years in the first instance, starting preferably in November 2021 or as soon as possible thereafter.

7. APPLICATIONS

Interested candidates are required to submit applications (Cover letter, curriculum vitae, copies of certificates, relevant work samples (or on-line access) and the contact information for two professional referees) addressed to:

David A. Farrell, Ph.D.
Principal
Caribbean Institute for Meteorology and Hydrology (CIMH)
St. James BB23006
Barbados

Send via email to hrdept@cimh.edu.bb by the deadline for the submission, **October 14th, 2021.**