

## VACANCY POSITION

### **JOB OPPORTUNITY: PROJECT MANAGER**

#### **DEADLINE**

Applications for this position must be submitted with detailed resumes and the names of three (3) references no later than Monday, 7 February 2011 to:

The Principal  
Caribbean Institute for Meteorology and Hydrology (CIMH)  
Husbands, St. James  
Barbados

Or by email address to: [principal@cimh.edu.bb](mailto:principal@cimh.edu.bb)

# **ENHANCING RESILIENCE TO REDUCE VULNERABILITY IN THE CARIBBEAN PROJECT**

## **TERMS OF REFERENCE**

Job Title	Project Manager
Duration of assignment:	3 years
Contracting Authority:	Caribbean Institute for Meteorology and Hydrology (CIMH), Husbands, St. James, Barbados.
Beneficiary countries:	Barbados and the Organization of Eastern Caribbean States (OECS)

## **PROJECT BACKGROUND**

CARICOM member countries are exposed to a number of extreme natural phenomena of geological, atmospheric, hydro-geologic, seismic and volcanic origin. Natural disasters continue to pose a growing threat to the development strategies of Caribbean countries by destroying infrastructure and productive capacity, interrupting economic activity and creating sometimes irreversible changes in the natural resource base.

The CARICOM Governments, through their National Disaster Organizations, have focused on putting things in place to respond to natural disaster related emergencies, under the guidance, advice and coordination of Caribbean Disaster Emergency Management Agency (CDEMA). This perspective of disaster management has evolved and the modern concept of Civil Protection involving the strengthening of Disaster Risk Reduction policies and including all actions necessary to prevent and mitigate the impact of natural disasters is emerging in CARICOM states.

The goal of this project is to reduce vulnerability and increase resilience to climate change, natural hazards and poverty at the regional, national and community levels within the Caribbean region by strengthening civil protection mechanisms through capacity development for early warning systems, information dissemination and institutional coordination for disaster management and response in CARICOM Member States.

The project will be executed by the CIMH throughout the 10 states of the Barbados and the OECS sub region, with technical support from UNDP Barbados, the International Federation of Red Cross and Red Crescent Societies (IFRC) and CDEMA.

## **DUTIES AND RESPONSIBILITIES**

To support this effort, CIMH seeks the service of a Project Manager. The Project Manager would be primarily accountable for the management of the project. Duties would involve, but not limited to:

- Draft an annual work plan (AWP) to be approved by the Project Board
- Manage the overall conduct of the project

- Manage contracts being executed under the project
- Liaising with the participating states on the status of the project and on activities within their respective states;
- Initiate activities by mobilizing goods and services
- Check on progress and watch for plan deviations
- Ensure that changes are controlled and problems addressed
- Monitor risks
- Report on progress
- Ensure effective project closure through:
  - Prepare final Project Review report
  - Commission project evaluation, prepare a management response to evaluation and discuss and share findings and recommendations for learning
  - Identify follow-on actions
  - Notify operational completion of the project
  - Transfer project assets and files
  - Prepare and submit final financial report
  - Review and sign final CDR (IP)

## **FUNCTIONAL RELATIONSHIPS**

The Project Manager reports to the Principal of CIMH or his designate. He/she also works in close collaboration with other CIMH and UNDP staff and as well as staff from other partnering institutions.

## **CONDITIONS**

The Project Manager will be contracted by the CIMH and will be governed by the rules and conditions governing such employment at the Institute.

- General administrative office accommodation provided
- Subject to applicable service conditions of CIMH

## **REQUIREMENTS**

### **Qualifications and Experience**

- B.Sc. in Civil Engineering, Hydrology and/or Meteorology
- At least 10 years experience working in dynamic multidisciplinary teams involved in hydrometeorological disaster risk reduction and/or hydrometeorological early warning;
- At least five (5) years experience in a project management capacity
- Experience working on UNDP projects and/or other donor funded projects would be an asset.

**Knowledge, Skills and Abilities**

- An understanding of disaster risk reduction strategies in Barbados and the OECS;
- Understanding of hydrometeorological process and risks in Barbados and the OECS;
- Working knowledge of geographical information systems (GIS) and their applications to disaster risk reduction and early warning systems;
- Working knowledge of the structure and processes involved in decision support systems with particular focus on such processes related to disaster risk reduction and early warning systems;
- Effective decision making skills;
- Excellent interpersonal skills;
- Excellent writing, editing, and oral communication skills;
- Ability to meet deadlines and prioritise multiple tasks
- Good interpersonal and communications skills
- Ability to manage and focus an interdisciplinary team
- Demonstrates initiative and tact
- Ability to work independently without continuous supervision

The successful candidate will be required to undertake regional and international travel to support various project activities.