



Job Opportunity:

Comprehensive Disaster Management Conference Coordinator CDEMA Coordinating Unit

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| Competition Reference No. | CDEMA-CU/CDM-HIP/09 |
| Application Deadline Date | May 11, 2012 |
| Location | Bridgetown, Barbados |
| Organization | Caribbean Disaster Emergency Management Agency |

The CDEMA Coordinating Unit (CU) is inviting applications for the post of **Comprehensive Disaster Management (CDM) Conference Coordinator**. The CDM Conference Coordinator will be responsible for facilitating the smooth, timely and professional organization and delivery of the Annual Caribbean Conference on Comprehensive Disaster Management. The CDM Conference Coordinator will ensure the reliable flow of information amongst the key stakeholders in this process, including the Office of the Executive Director, Conference Planning Committees (CPCs), the Resource Management and Administration Division (RMAD), Disaster Management Division Programming team and the CDM Conference Partners.

Open To:

Employees of the CDEMA CU as well as all citizens and permanent residents of CARICOM countries

Salary and Benefits:

The salary will be based on the individual's qualifications and experience.

Merit Criteria:

1.0 Qualifications and Experience

- 1.1** Bachelors Degree in Business Administration, Tourism, Hospitality Management or related field.
- 1.2** Certification in event planning
- 1.3** A Minimum of three (3) years experience in administration or event planning and coordination

- 1.4 Experience in the preparation of marketing plans would be an asset

2.0 KNOWLEDGE, SKILLS AND ABILITIES

- 2.1 Excellent negotiation and diplomacy skills
- 2.2 Excellent interpersonal and communication skills
- 2.3 Ability to communicate effectively with persons at all levels
- 2.4 Report-writing, data acquisition and analysis skills
- 2.5 Proficiency in relevant computer applications including the MS Office suite
- 2.6 Ability to work well independently and proactively
- 2.7 Ability to work effectively with a wide range of stakeholders in a diverse community.
- 2.8 Ability to coordinate multiple assignments and priorities simultaneously
- 2.9 Appreciation of workplace diversity

Information Notes:

1. Candidates must clearly demonstrate in writing that they have met all of the criteria. Failure to do so may result in your application not receiving further consideration.
2. Send applications, including Resume, three (3) testimonials and copies of certificates via email to hr@cdema.org. Quote selection process number: CDEMA-CU/CDM-HIP/09.
3. Acknowledgement of receipt of applications will not be sent. CDEMA would like to thank all candidates who apply, as only those selected for an interview will be contacted.



JOB DESCRIPTION

Position Title: Comprehensive Disaster Management (CDM) Conference Coordinator

Office/Division: Office of the Executive Director (OED)

Reports To: Alliance and Cooperation Services (ACS) Manager

Direct Reports:

1.0 FUNCTIONAL RELATIONSHIPS

Works under the direction of and reports to the ACS Manager and collaborates with the Deputy Executive Director, Director RMAD, Marketing Specialist, other CDEMA Coordinating Unit Staff, Conference Host Country Representatives and Conference Partners.

2.0 SUMMARY

The CDM Conference Coordinator will be responsible for facilitating the smooth, timely and professional organization and delivery of the Annual Caribbean Conference on Comprehensive Disaster Management. The CDM Conference Coordinator will ensure the reliable flow of information amongst the key stakeholders in this process, including the Office of the Executive Director, Conference Planning Committees (CPCs), the Resource Management and Administration Division (RMAD), Disaster Management Division Programming team and the CDM Conference Partners.

3.0 DUTIES AND RESPONSIBILITIES

Specifically, the CDM Conference Coordinator will be responsible for:

3.1 Conference Planning and Coordination

- 3.1.1 Prepare draft conference plan, including schedule and resource requirements informed by indicated conference dates, location and theme.
- 3.1.2 Coordinate all meetings of the CDM Conference Planning Committees (CPC) in collaboration with the respective Chairs, generate and circulate accurate minutes and implement appropriate follow-up actions as required;
- 3.1.3 Collaborate with the RMAD and the Conference Planning Committees to provide input for the draft budget for the conference
- 3.1.4 Prepare and disseminate conference correspondence and follow up as required;
- 3.1.5 Manage the conference pre and post registration processes

- 3.1.6 Lead in facility identification, contract discussion and elaboration of required services.
- 3.1.7 Participate in the planning and implementation of logistics for all events pre-conference, during the conference and post-conference
- 3.1.8 Ensure, with support of RMAD, the timely availability of conference materials, and related paraphernalia as required
- 3.1.9 Provide a list of sponsored delegates to RMAD for preparation of DSA
- 3.1.10 Plan and coordinate arrangements for special conference events including:
 - 3.1.10.1 The Disaster Management Film Festival;
 - 3.1.10.2 Professional Development Sessions;
 - 3.1.10.3 The Youth Forum;
- 3.1.11 Establish and maintain the documentation of the process in keeping with CU standards
- 3.1.12 Coordinate the conference evaluation process including the provision of a report on the analysis of results.
- 3.1.13 Collaborate with RMAD to provide input for the development of the financial statements for the conference
- 3.1.14 Prepare a final conference report
- 3.2 Exhibition Planning and Execution
 - 3.2.1 Collaborate with the Marketing Specialist to develop a plan inclusive of marketing strategy and budget for the exhibition for the consideration of Conference Strategic Planning Committee.
 - 3.2.2 Oversee and lead in the implementation of the plan inclusive of the design of the floor plan for the Exhibition facility, fee structure for rental of booths, booth sale and servicing.
 - 3.2.3 Provide progress reports for CDM Conference Strategic Planning Committees
 - 3.2.4 Ensure that invitations to potential exhibitors and participants are issued and appropriate follow up actions implemented with the support of the Marketing Specialist
 - 3.2.5 Oversee all arrangements for hosting of the Exhibition at the venue including setup and post-Exhibition activities
 - 3.2.5.1 Provide timely resolution of any issues or challenges that may arise;
 - 3.2.6 Oversee all arrangements for the security of the Exhibition areas and exhibitors;
- 3.3 Ensure all accounts are settled within two months after the end of the conference.

4.0 CONDITIONS

General administrative office accommodation provided

- 4.1 Institutional support provided through documented rules and regulations, general policy guidelines and through access to available relevant information, resources and facilities
- 4.2 Position may require periods of travel to CDEMA member states as well as other destinations
- 4.3 Subject to general service conditions applicable to established staff members of the Agency
- 4.4 Required to maintain current knowledge of the responsibilities of other agencies and organizations with regional disaster management agencies

5.0 OUTPUTS AND DELIVERABLES

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

- 5.1 Work Plan for the execution of the Conference;
- 5.2 Reports of CDM Conference Planning Committee Meetings;
- 5.3 Exhibition and Youth Programme Concept Note and Budget;
- 5.4 Filing of all Conference documents completed on a fortnightly basis;
- 5.5 Monthly progress reports;
- 5.6 An Inventory of potential conference invitees and exhibitors for the following year;
- 5.7 Accurate minutes prepared and circulated;
- 5.8 Effective conference secretarial and registration process implemented;
- 5.9 A final narrative conference report on the arrangements for the Conference and Exhibition. It should include the activities that went well and those that did not and recommendations;