



Job Opportunity:
Programme Officer, Mitigation & Preparedness

CDEMA Coordinating Unit

Competition Reference No.	CDEMA-CU/CDM-HIP/12
Application Deadline Date	January 18, 2013
Location	Bridgetown, Barbados
Organization	Caribbean Disaster Emergency Management Agency

The CDEMA Coordinating Unit (CU) is inviting applications for the post of **Programme Officer, Mitigation & Preparedness**. The Programme Officer, Mitigation & Preparedness will be required to provide technical guidance in and support the implementation of the Agency's mitigation and preparedness programmes.

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. QUALIFICATIONS AND EXPERIENCE

- 1.1. A Bachelor's Degree in Earth Sciences or Environment Planning, Disaster Management, Physical Sciences or related discipline
- 1.2. A minimum of three (3) years experience in disaster management or working in a related institution in the areas associated with the position
- 1.3. Demonstrated experience in the development of project proposals
- 1.4. Demonstrated experience in contingency planning
- 1.5. Demonstrated experience in damage assessment and needs analysis and relief supplies management
- 1.6. Demonstrated experience in reviewing risk, hazard and vulnerability studies associated with natural and technological hazards

- 1.7. Demonstrated experience in contingency planning would be an asset
- 1.8. Fluency in French, Creole or Papiamentu desirable

2. KNOWLEDGE, SKILLS AND ABILITIES

- 2.1. Good knowledge of disaster management
- 2.2. Knowledge of project management
- 2.3. Knowledge of disaster management issues in the Caribbean
- 2.4. Good Proposal writing, report writing, data acquisition and analysis skills
- 2.5. Knowledge of monitoring and evaluation techniques
- 2.6. Good knowledge of damage assessment and needs analysis and relief supplies management standards
- 2.7. Proficiency in relevant computer applications, including Microsoft projects
- 2.8. Excellent interpersonal and communication skills
- 2.9. Excellent diplomacy and advocacy skills
- 2.10. Ability to communicate effectively with persons at all levels
- 2.11. 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/12.**
- 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.



CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY

JOB DESCRIPTION

Position Title: Programme Officer, Mitigation and Preparedness

Division/Unit: Disaster Management Division (DMD)/Mitigation & Preparedness Unit

Reports To: Programme Manager, Response & Recovery (PMRR)

Direct Reports: N/A

1. FUNCTIONAL RELATIONSHIPS

Works under the direction of the Programme Manager, Response & Recovery (PMRR). Collaborates with the Response and Recovery Unit as well as other staff of the Disaster Management Division and the CDEMA Coordinating Unit (CU).

2. SUMMARY

The Programme Officer, Mitigation and Preparedness (POMP), will be required to provide technical guidance in and support the implementation of the Agency's mitigation and preparedness programmes.

3. DUTIES AND RESPONSIBILITIES

- 3.1. Undertake analysis of the audits of national readiness.
- 3.2. Undertake the review of developments in mitigation policy and practice, under the direction of DED, in relation to natural and technological hazards and make recommendations for incorporation of programming and guidance tools of the CU.
- 3.3. Establish mechanisms for monitoring mitigation policy, programmes and practices in CDEMA Participating States (PS) and among Comprehensive Disaster Management (CDM) partners.
- 3.4. Develop mechanisms for sharing mitigation and preparedness good practices.
- 3.5. Analyze results of national and sector risk, hazard and vulnerability studies associated with natural and technological hazards.
- 3.6. Collaborate with internal and external partners in supporting the development of models to guide PS in framing public awareness and education initiatives to effect policy, good practice and public behavior.
- 3.7. Review, enhance and promote systems and standards for monitoring and reporting on status of preparedness in CDEMA PS.
- 3.8. Collaborate with internal and external CU partners in assisting PS in the development of programmes in damage assessment and needs analysis and relief supplies management based on agreed standards.

- 3.9. Collaborate with PS and other Regional Response Mechanism (RRM) partners to facilitate support for and in the development, of national contingency plans and testing through exercises.
- 3.10. Provide guidance to the PS in the orientation to, adaptation and implementation of CDM legislation.
- 3.11. Draft project proposals in the areas of mitigation and preparedness.
- 3.12. Undertake research and provide coordination support for the Agency's mitigation and preparedness programmes.
- 3.13. Provide guidance to the PS in the development and implementation of hazard specific policies, programmes and plans
- 3.14. Provide technical support to the sub-Committees of the Technical Advisory Committee (TAC).
- 3.15. Provide support to the CDEMA partnership management arrangement
- 3.16. Prepare and submit monthly and other reports as requested.
- 3.17. Participate in disaster response activities of the Agency, as may be required
- 3.18. Perform any other related duties as may be directed from time to time by the DED or any duly authorized officer of the Agency.

4. CONDITIONS

- 4.1. General administrative office accommodation provided
- 4.2. Position may require periods of travel to CDEMA Participating States as well as other destinations.
- 4.3. Institutional support provided through documented rules and regulations general policy guidelines and through access to available relevant information, resources and facilities
- 4.4. Subject to general service conditions applicable to established staff members of the Agency
- 4.5. Access to all available relevant information and resources for effective discharge of duties
- 4.6. Required to maintain current knowledge of the responsibilities of other agencies and organization with disaster management responsibilities

5. EVALUATION CRITERIA

- 5.1. Demonstrated program and project management skills
- 5.2. Timely completion of assignments and reports and the ability to meet deadlines
- 5.3. Technical accuracy and general quality of assignment and reports
- 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