



Job Opportunity:

Deputy Executive Director, CDEMA Coordinating Unit

Competition Reference No.	CDEMA-CU/ADMIN/02
Application Deadline Date	August 22, 2011
Location	Bridgetown, Barbados
Organization	Caribbean Disaster Emergency Management Agency

The CDEMA Coordinating Unit (CU) is inviting applications for the post of **Deputy Executive Director – Disaster Management Division (DED-DMD)**. As a member of the Executive Management Team, the DED will be responsible for the strategic and technical leadership of the Disaster Risk Management (DRM) programme of CDEMA and will be required to oversee its implementation, monitoring and reporting. He/She is expected to have knowledge and understanding of DRM issues, strategies and trends at the national, regional and international levels

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 Masters degree in Disaster Management, Geo-Sciences, Earth Science, or Environmental Management
- 1.2 A minimum of ten (10) years management experience with at least five (5) years at a senior management level.
- 1.3 Minimum of five (5) years experience in project management.
- 1.4 Expertise in at least two (2) of the areas in Disaster Management portfolio (Mitigation, Preparedness, Response and Recovery)
- 1.5 Experience in preparation and supervision of reports for Management
- 1.6 Experience in Resource Mobilization

2.0 KNOWLEDGE, SKILLS AND ABILITIES

- 2.1 Good knowledge of Strategic Planning, Programme Evaluation and Project Management, including Project planning and development, Programme budgeting and Results Based Management
- 2.0 Extensive knowledge of disaster management systems and issues within the Caribbean
- 2.1 Sound knowledge and understanding of information communication technology applications and issues.
- 2.2 Sound knowledge of project management issues
- 2.3 Extensive knowledge of current management trends and best practices, including change management
- 2.4 Strong networking skills
- 2.5 A capacity for independent thought and action and the ability to tender professional advice
- 2.6 Possess Critical thinking/conceptual skills
- 2.7 Ability to communicate effectively with persons at all levels
- 2.8 Knowledge and effective use of computerized systems
- 2.9 Demonstrated Team Leadership
- 2.10 Appreciation of workplace diversity

Language Requirements:

- Excellent knowledge of English

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 your application, including Resume, three (3) testimonials and copies of certificates via email to hr@cdema.org Quote selection process number: CDEMA-CU/ADMIN/2.
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:	Deputy Executive Director – Disaster Management Division (DED-DMD)
Division:	Disaster Management Division (DMD)
Reports To:	Executive Director (ED)
Direct Reports:	Manager, Response and Recovery Manager, Mitigation and Preparedness Manager, Education, Research and Communication ICT Manager

1.0 FUNCTIONAL RELATIONSHIPS

Interacts with Director - Resource Management and Administration Division (RMAD) and other staff of the CDEMA Coordinating Unit.

2.0 SUMMARY

The DED – DMD, as part of the Executive Management Team, will be responsible for the strategic and technical leadership of the Disaster Risk Management (DRM) programme of CDEMA. The incumbent will be required to oversee its implementation, monitoring and reporting. He/She is expected to have knowledge and understanding of DRM issues, strategies and trends at the national, regional and international levels.

3.0 DUTIES AND RESPONSIBILITIES

The DED- DMD is required to:

- 3.0 Lead the development of the CDEMA Coordinating Unit Strategic Plan.
- 3.1 Oversee the development of the triennium work programme of the agency within the framework of the Coordinating Unit Strategic Plan.
- 3.2 Oversee the establishment of a CU suite of reports for its keys constituencies.
- 3.3 Establish and review, on an agreed schedule, standards and protocols for work programme development, project reporting, mission briefs and reports and inter-project coordination.
- 3.4 Collaborate, with the Director, RMAD, in the development of a performance management system for the agency and the process for its monitoring and evaluation.
- 3.5 Lead the development, monitoring and reporting of systems for effecting delivery of technical assistance to Participating States.
- 3.6 Lead the establishment of systems for monitoring and reporting on the impact of the CU support to Participating States to include a suite of scheduled annual reports.
- 3.7 Collaborate with the Director, RMAD in establishing mechanisms for addressing Human

Resource issues in programming.

- 3.8 Initiate and lead in the establishment of a system for problem identification and solution shaping through preparation of discussion papers, concept briefs and initiatives to address challenges within the technical programmes of the Agency
- 3.9 Liaise with international and regional development partners and donors in the development of the CU work programme and the mobilization of support for these.
- 3.10 Collaborate with the Director, RMAD and ACS Manager on the design and implementation of the resource mobilization programme of the Agency.
- 3.11 Undertake direct leadership of the regional CDM strategy on behalf of the Coordinating Unit, to include the annual CDM Conference, CDM monitoring and reporting, and stakeholder coordination.
- 3.12 Assist in the formulation of strategies to support the resource mobilization efforts of the Agency, informed by the results of programme reviews, outputs of the CDM capacity building interventions in Participating States and the key results of the strategic plan.
- 3.13 Organise programming consultations with CDEMA strategic partners and ensure documentation of the outcome of such consultations and the sharing with internal and external shareholders.
- 3.14 Provide support to the Agency's partnership management arrangements as assigned
- 3.15 Supervise staff as assigned
- 3.16 Prepare Quarterly reports and other products as requested by the Executive Director
- 3.17 Participate in disaster response activities of the agency, as may be required
- 3.18 Participate in Management meetings of the CU.
- 3.19 Act for the ED in his absence.
- 3.20 Perform any other duties as may be directed from time to time by the Executive Director

4.0 CONDITIONS

- 4.0 General administrative office accommodation provided
- 4.1 Position may require periods of travel to CDEMA Participating States as well as other destinations.
- 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 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 organization with disaster management responsibilities

5.0 EVALUATION CRITERIA

- 5.0 Demonstrated technical, administrative and human management skills
- 5.1 Timely completion of assignments and reports and the ability to meet deadlines
- 5.2 Technical accuracy and general quality of reports

- 5.3 Knowledge and understanding of and the effective application of the Agency's policies and objectives
- 5.4 Management of Projects, Programmes, problems encountered in implementation and the overall effectiveness of measures taken resolve them.
- 5.5 Communication effectiveness