



Job Opportunity:

Director, Resource Management and Administration Division

CDEMA Coordinating Unit

Competition Reference No.:	CDEMA-CU/ADMIN/03
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 **Director – Resource Management and Administration Division (RMAD)**. As a member of the Executive Management Team, the Director – RMAD, will lead efforts to improve processes and policies within the agency and contribute to its long-term organizational planning. The Director - RMAD will be responsible for managing the overall daily office operations, the implementation of organizational strategies and policies and the planning and efficient use of material, fiscal and human resources.

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 Public/ Business Administration or related field, along with specialization in Accounting or Finance;
- 1.2 At least ten (10) years management experience in finance and administration with at least five (5) years in a senior management position;
- 1.3 Extensive knowledge and experience in Resource Management to include resource mobilisation, investment management, budgeting, and financial reporting.
- 1.4 Demonstrated experience in facilities management
- 1.5 Demonstrated understanding of inter-governmental regional and international institutions and systems
- 1.6 Knowledge and understanding of regional disaster management systems highly desirable

2.0 KNOWLEDGE, SKILLS AND ABILITIES

- 2.1 Sound knowledge and understanding of principles and practice of human resource management, finance, information communication technology applications and contract management.
- 2.2 Knowledge and understanding of the International Accounting and Auditing Standards;
- 2.3 Working Knowledge of and ability to interpret employment regulations, and Agency's policies and procedures
- 2.4 Good knowledge of Strategic Planning, Programme Management, including Project development, and evaluation and Results Based Management
- 2.5 Demonstrated evidence of creative thinking and visionary leadership.
- 2.6 Excellent oral and written command of the English language. Proficiency in a foreign language would be an asset;
- 2.7 A capacity for independent thought and action and the ability to tender professional advice
- 2.8 Extensive knowledge of current management trends and best practices, including change management and leadership development
- 2.9 Strong negotiating and networking skills
- 2.10 Strong analytical/problem solving and interpersonal skills
- 2.11 Evidence of Team Leadership
- 2.12 Knowledge and effective use of computerized systems
- 2.13 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/3.
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: Director – Resource Management and Administration Division (RMAD)

Division: Resource Management and Administration Division (RMAD))

Reports To: Executive Director (ED)

Direct Reports: Finance Manager
Human Resources Manager

1.0 FUNCTIONAL RELATIONSHIPS

Interacts with Deputy Executive Director – Disaster Management Division and other staff.

2.0 SUMMARY

As part of the Executive Management Team, the Director – RMAD, will lead efforts to improve processes and policies within the agency and contribute to its long-term organizational planning. The Director of RMAD will be responsible for managing the overall daily office operations, the implementation of organizational strategies and policies and the planning and efficient use of material, fiscal and human resources.

3.0 DUTIES AND RESPONSIBILITIES

Specifically, the Director - RMAD will be required to:

3.1 Policy Management and Development:

- 3.1.1 Provide professional analysis and advice regarding the design and articulation of internal organizational structures to improve the Agency's potential to achieve its strategic objectives.
- 3.1.2 Facilitate change and transition to agreed new directions at the Agency through dynamic championing and leadership of change processes at all levels in the organization.
- 3.1.3 Direct the preparation/revision of corporate and operational policies/strategies for the Agency
- 3.1.4 Contribute to the design and elaboration of the Agency's Strategic Plan
- 3.1.5 Oversee the formulation, implementation and monitoring of policies related to business continuity management of the Agency
- 3.1.6 Lead the development, in collaboration, with the Deputy Executive Director (DED), of an organization performance management system and the overseeing of its implementation.
- 3.1.7 Establish and lead a corporate programme for the 'Greening' of the CU

3.2 Management of Human Resources Systems and Policies:

- 3.2.1 Recommend Human Resource management philosophies and policy frameworks to keep people management at the CU aligned with its mission and strategic objectives.
- 3.2.2 Establish mechanisms for the regular review of the Agency's compensation and benefits programme;
- 3.2.3 Oversee the process for the regular review and update of the Staff Rules and Regulations and the staff performance management programme.

- 3.2.4 Oversee the development, implementation and review of policies and programmes for staff development and training and employee wellness.
- 3.2.5 Lead the establishment of and monitor the implementation of a staff orientation system to the CU's programmes including, to the contingency plans and procedures.

3.3 Strategic Oversight of Fiscal Policy and Programmes:

- 3.3.1 Develop standards and operational guidelines for management of the Agency's finances
- 3.3.2 Oversee regular review of the Agency's financial policies in line with International Accounting Standards
- 3.3.3 Provide guidance and support to ensure timeliness of accurate financial and budgetary reports of the agency;
- 3.3.4 Establish standards and guidelines to ensure internal controls and compliance with financial regulations, rules and conditions for all contributions received by the agency.
- 3.3.5 Collaborate with the Finance Manager in the development and management of a receivables collection programme;
- 3.3.6 Oversees the implementation of mechanisms for the sustainable financing of the Agency
- 3.3.7 Provides strategic guidance and management of the Agency's investment portfolio.
- 3.3.8 Develops administration and programme budgets for the agency, in consultation with the DED, department and project leads.

3.4 Administrative Management:

- 3.4.1 Oversee the management of the Agency's assets to include the establishment of a risk management programme for these.
- 3.4.2 Lead the planning, organization and reporting of the meetings of the organs of the Agency and the Annual CDM Conference.
- 3.4.3 Ensure that adequate resources are available to support the implementation of the CU's business continuity and contingency plans.
- 3.4.4 Ensure the provision of effective and cost efficient administrative services consistent with the CU's requirements and fiscal constraints.
- 3.4.5 Establish mechanisms for capturing, collating, documenting and monitoring the implementation of policies approved by the Council, and signed agreements, for compliance and impact.
- 3.4.6 Establish practices, for the monitoring and reporting arrangements of the work of the Division in keeping with the Agency's standards
- 3.4.7 Supervise staff as assigned.
- 3.4.8 Participate in Management Meetings of the Agency
- 3.4.9 Participate in disaster response activities of the agency, as may be required.
- 3.4.10 Perform any other duties as may be directed from time to time by the Executive Director.

4.0 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 Required to maintain current knowledge of the responsibilities of other agencies and organization with disaster management responsibilities

5.0 EVALUATION CRITERIA

- 5.1 Demonstrated technical, administrative and human management skills
- 5.2 Timely completion of assignments and reports and the ability to meet deadlines
- 5.3 Technical accuracy and general quality of reports
- 5.4 Knowledge and understanding of and the effective application of the Agency's policies and objectives
- 5.5 Projects, Programmes and Technical problems handled and the overall effectiveness of measures implemented to resolve them.
- 5.6 Communication effectiveness