



## Job Opportunity:

### Community Disaster Planning Specialist, CDEMA Coordinating Unit

<b>Competition Reference No.</b>	CDEMA-CU/CDM-HIP/08
<b>Application Deadline Date</b>	February 21, 2012
<b>Location</b>	Bridgetown, Barbados
<b>Organization</b>	Caribbean Disaster Emergency Management Agency

The CDEMA Coordinating Unit (CU) is inviting applications for the post of **Community Disaster Planning Specialist**. The Community Disaster Planning Specialist will liaise with and maintain a close working relationship with National Disaster Offices, Government departments, NGOs, civil society and community groups, when appropriate. The Community Disaster Planning Specialist will also provide technical support to the CDEMA CU on community disaster planning within the beneficiary states.

#### 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 A Masters degree in Community Disaster Planning, disaster management or related field.
- 1.2 At least 5 years of professional experience in emergency response and disaster risk reduction issues.
- 1.3 Demonstrated experience in community disaster planning

##### 2.0 KNOWLEDGE, SKILLS AND ABILITIES

- 2.1 Comprehensive understanding of issues and challenges in disaster management within CDEMA Participating States
- 2.2 Proposal writing, report writing, data acquisition and analysis skills
- 2.3 Proficiency in relevant computer applications
- 2.4 Excellent interpersonal and communication skills

- 2.5 Strong negotiation, diplomacy and advocacy skills
- 2.6 Ability to communicate and work effectively in close coordination with many individuals, groups and divisions to complete tasks;
- 2.7 Flexibility and adaptability
- 2.8 Demonstrated Team Leadership
- 2.9 Excellent written and oral use of the English language

**Language Requirements:**

- Excellent knowledge of English
- Knowledge of French, French creole, papiamentu or Dutch would be an asset

**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](mailto:hr@cdema.org). Quote selection process number: CDEMA-CU/CDM-HIP/08.
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:** Community Disaster Planning Specialist  
**Division:** Disaster Management Division (DMD)  
**Reports To:** Deputy Executive Director (DED)  
**Direct Reports:** N/A

### **1.0 FUNCTIONAL RELATIONSHIPS**

Reports to the Deputy Executive Director (DED) and works in close collaboration with the Technical Services Team (TST) and other CDEMA staff.

### **2.0 SUMMARY**

The Community Disaster Planning Specialist will liaise and maintain a close working relationship with National Disaster Offices, Government departments, NGOs, civil society and community groups, when appropriate. The Community Disaster Planning Specialist will also provide technical support to the CDEMA CU on community disaster planning within the beneficiary states.

### **3.0 DUTIES AND RESPONSIBILITIES**

The Community Disaster Planning Specialist will:

- 3.1 Support and conduct community level training sessions and workshops for stakeholders;
- 3.2 Improve risk identification at the community level for developing community risk profiles of selected communities;
- 3.3 Develop and facilitate the enhancement of emergency response mechanisms at the community level;
- 3.4 Facilitate and support the development of a model evacuation policy;
- 3.5 Facilitate and support the development of a toolkit for community level training in the development of community preparedness programmes;
- 3.6 Support the development and strengthening of community disaster plans and of community organization, action planning, implementation and awareness raising for Disaster Risk Management (DRM), with a focus on vulnerable communities and peoples;

- 3.7 Support the improvement of sub-regional coordination, cooperation and collaboration in CDEMA Participating States;
- 3.8 Participate in disaster preparedness activities of the Agency, as may be required
- 3.9 Perform any other duties as may be directed from time to time by the Deputy Executive Director (DED) or any duly authorized officer of the Agency.

#### **4.0 EVALUATION CRITERIA**

- 4.1 Demonstrated technical, administrative and human management skills
- 4.2 Demonstrated competence in emergency response functions
- 4.3 Demonstrated competence in evaluating and strengthening capabilities/capacities in CDEMA PS
- 4.4 Execution of vulnerability and capacity assessments
- 4.5 Community based disaster management training effected
- 4.6 Technical accuracy and general quality of reports
- 4.7 Timely completion of assignments and reports and the ability to meet deadlines
- 4.8 Knowledge and understanding of and the effective application of the Agency's policies and objectives
- 4.9 Communication effectiveness