



Job Opportunity:

Emergency Operations Specialist, CDEMA Coordinating Unit

Competition Reference No.	CDEMA-CU/CDM-HIP/04
Application Deadline Date	February 21, 2012
Location	Bridgetown, Barbados
Organization	Caribbean Disaster Emergency Management Agency

The CDEMA Coordinating Unit (CU) is inviting applications for the post of **Emergency Operations Specialist**. The Emergency Operations Specialist (EOS) will provide technical assistance, guidance and direction on response, emergency operations and recovery issues to the CDEMA Participating States (PS) and the CDEMA CU. The EOS will provide leadership in the development of a suite of products and services to support the strengthening of response planning and operations at the national and regional level. The EOS will also be required to develop and facilitate the delivery of training standards and materials to sustain capacity and capability development for operations.

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, Physical, Social or Earth Sciences or equivalent academic qualifications, and
- 1.2 At least five (5) years experience in disaster or emergency management
or
- 1.3 A minimum of ten (10) years experience in emergency operations
- 1.4 Demonstrated experience in emergency response planning, exercise design and testing, meeting facilitation and recovery planning

2.0 **KNOWLEDGE, SKILLS AND ABILITIES**

- 2.1 Good knowledge of emergency response functions
- 2.2 Knowledge of recovery approaches and issues
- 2.3 Comprehensive understanding of issues and challenges in disaster management within CDEMA Participating States
- 2.4 Good knowledge of global disaster management trends and best practices
- 2.5 Ability to articulate standards for disaster response
- 2.6 Report writing, data acquisition, audit and analysis skills
- 2.7 Proficiency in relevant computer applications
- 2.8 Excellent interpersonal and communication skills
- 2.9 Excellent negotiation, diplomacy and advocacy skills
- 2.10 Excellent written and oral use of the English language
- 2.11 Flexibility and adaptability
- 2.12 Ability to communicate effectively with persons at all levels
- 2.13 Demonstrated Team Leadership

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 applications, including Resume, three (3) testimonials and copies of certificates via email to hr@cdema.org. Quote selection process number: CDEMA-CU/CDM-HIP/04.
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: Emergency Operations Specialist (EOS)
Division: Disaster Management Division (DMD)
Reports To: Programme Manager, Response and Recovery
Direct Reports: N/A

1. FUNCTIONAL RELATIONSHIPS

Works under the direction of the Programme Manager, Response and Recovery and collaborates with other staff.

2. DUTIES AND RESPONSIBILITIES

- 2.1. Assist with the undertaking of regular audits of national and regional readiness, the analysis of the results and the reporting to the CU, PS and organs of the agency.
- 2.2. Make recommendations for addressing operational capacity and capability gaps and support the implementation of those agreed.
- 2.3. Assist in establishing exercise design, implementation and evaluation programmes and actioning lessons identified therefrom.
- 2.4. Review and make recommendations for the improvement of all levels of post-impact recording, including the development of standards for these informed by good practices.
- 2.5. Promote standards for development, training in and review of emergency response procedures for priority hazards.
- 2.6. Support PS and RRM partners in the exercising of agency and critical facility plans.
- 2.7. Collaborate with RRM and other partners to elaborate and maintain a logistics infrastructure to support the response operations in the PS
- 2.8. Coordinate the search and rescue programme for the CDEMA PS
- 2.9. Liaise and communicate with CDEMA partners to:
 - 2.9.1. identify appropriate knowledge products and tools for post-disaster recovery
 - 2.9.2. identify appropriate advisors/experts/contacts to respond to PS demands in order to fill identified gaps

- 2.10. Identify gaps in recovery knowledge and collate information and knowledge products to address those needs
- 2.11. Lead and/or participate in field missions, including provision of guidance to external consultants, government officials and other parties
- 2.12. Participate in disaster response activities of the Agency, as may be required
- 2.13. Perform any other duties as may be directed from time to time by the Programme Manager, Response and Recovery or any duly authorized officer of the Agency.

3. CONDITIONS

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

4. 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. Technical accuracy and general quality of reports
- 4.5. Level of effectiveness in operational direction, control and coordination
- 4.6. Timely completion of assignments and reports and the ability to meet deadlines
- 4.7. Knowledge and understanding of and the effective application of the Agency's policies and objectives
- 4.8. Communication effectiveness