



Job Opportunity: Project Coordinator, CDEMA Coordinating Unit

Competition Reference No.	CDEMA-CU/RPG2/01
Application Deadline Date	August 13, 2010
Duration	30 months
Location	Bridgetown, Barbados
Organization	Caribbean Disaster Emergency Management Agency

Open To:

All employees of the CDEMA Coordinating Unit and to the citizens and permanent residents of CARICOM countries.

Salary and Benefits:

The salary will be based on the individual's qualifications and experience and in line with CDEMA Salary Structure.

Merit Criteria:

Qualifications

- 6.1 Masters Degree in project management, administration, business or related discipline;
- 6.2 An academic qualification in Earth, Social Sciences or related discipline would be a distinct asset.
- 6.3 At least five (5) years experience in project execution and administration, preferably at management level. Two (2) of these years must have been spent working in project financed by bilateral or multilateral agencies such as the IDB, CDB, CIDA, EU.
- 6.4 Professional experience in a tourism and disaster risk management would be a distinct asset.

7.0 Skills, Knowledge and Abilities

- 7.1 Ability to efficiently utilize word processing, database management, spreadsheet/accounting software programmes;
- 7.2 Report writing, Data Acquisition and Analysis skills;
- 7.3 Ability to communicate and relate effectively with persons at all levels;

- 7.4 Good interpersonal and communications skills;
- 7.5 A good working knowledge of disaster and project management issues;
- 7.6 Proficiency in Spanish would be a distinct asset.

Information Notes:

1. Candidates must clearly demonstrate in writing that they have met all of the above criteria. Failure to do so may result in your application not receiving further consideration.
2. Send your application, including Resume, two (2) testimonials and copies of certificates via email to cdema@cdema.org or fax number 246-425-8854. Quote selection process number is: CDEMA-CU/HTAP/02.
3. Candidates not resident in Barbados must agree to relocate to Barbados. Interview and relocation expenses will be reimbursed in keeping with CDEMA rules and regulations.
4. 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 – PROJECT COORDINATOR

1.0 PROJECT OBJECTIVE

The general objective of the Technical Cooperation is to contribute to the mainstreaming of Comprehensive Disaster Management in the tourism sector in the Caribbean. The specific objective is to develop a regional monitoring, evaluation, and reporting information system for disaster risk management and climate change adaptation in the tourism sector, as a Regional Public Good.

2.0 FUNCTIONAL RELATIONSHIPS

The Project Coordinator reports to the Deputy Executive Director and works in close collaboration with other CDEMA staff.

3.0 SUMMARY

The Project Coordinator will coordinate, guide and direct all activities of the project to ensure that the project's objectives and results are achieved in a timely fashion and in accordance with the established rules and procedures of the Inter-American Development Bank (IDB).

4.0 DUTIES AND RESPONSIBILITIES

Specifically, the Project Coordinator:

- 4.1 Coordinates the general execution of the project's activities;
- 4.2 Ensures that the administrative and technical processes are carried out in conformity with the agreed standards and policies;
- 4.3 Identifies and recommends consultants to carry out specific tasks relating to the project;
- 4.4 Drafts and supervises the execution of all performance contracts;
- 4.5 Oversees the overall financial processes for the project and liaises with the assigned CDEMA Coordinating Unit Staff to ensure that accounting information of the project is processed in accordance with agreed standards;
- 4.6 Liaises with key personnel of the Caribbean Tourism Organization (CTO) and with country focal points to ensure adequate and timely technical inputs to the project;
- 4.7 Facilitates information sharing and coordinates activities amongst project stakeholders and within the CU;
- 4.8 Functions as Secretary of the Technical Advisory Committee for the Project;
- 4.9 Prepares the semiannual and other progress reports as required by the IDB and CDEMA;
- 4.10 Undertakes such travel as may be required from time to time in connection with project execution;
- 4.11 Undertakes any other activities required for the fulfillment of the mandate of the post;
- 4.12 Participates in disaster response activities of the agency, as may be required.