The ‘Enhancing Knowledge and Application of Comprehensive Disaster Management (EKACDM)’ Initiative is a five-year project whose ultimate outcome is the implementation of the 2007 CARICOM Enhanced Comprehensive Disaster Management (CDM) Strategy and Programme Framework.

The Initiative now invites applications for the post of Initiative Associate.

The Initiative Associate’s role is to assist the Initiative Manager in programme implementation, provide administrative, logistical and communications support, and contribute to knowledge building and sharing for the programme.

Interested individuals are invited to submit applications, including Cover Letter and Curriculum Vitae to ekacdm@uwimona.edu.jm with a copy sent to isd@uwimona.edu.jm with Application for the Position of Initiative Associate in the subject line.

The Terms of Reference for this position is detailed below for your attention.

Further information may be obtained from:
Initiative Manager
Tel: 876-977-5508
Email: ekacdm@uwimona.edu.jm

THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS NOVEMBER 18TH, 2016.
The University of the West Indies
The Disaster Risk Reduction Centre
Enhancing Knowledge and Application of Comprehensive Disaster Management (EKACDM) Initiative

Invites applications for a fixed term position of

Initiative Associate

1. Position Information

Title: Initiative Associate.

Reports to: Director of the Disaster Risk Reduction Centre through the EKACDM Initiative Manager.

Location: The Initiative Associate will work from the Disaster Risk Reduction Centre, Institute for Sustainable Development based at the Mona Campus (Jamaica) of The University of the West Indies.

Duration: One year, renewable over the length of the Initiative.

2. Background

The ‘Enhancing Knowledge and Application of Comprehensive Disaster Management (EKACDM)’ Initiative is a five-year Caribbean regional programme aimed at establishing an effective mechanism for managing and sharing CDM knowledge that will be of use for various stakeholders, including, governments, local communities, the voluntary sector, and the private sector. The Initiative’s Ultimate Outcome is the implementation of the Caribbean Community (CARICOM) CDM Enhanced Strategy and Programme Framework (2007) to reduce the impacts of natural and technological hazards and the effect of climate change on men, women, and children in the region. There will be three Intermediate Outcomes of the Initiative:

1. An enhanced regional network which generates, manages, and shares knowledge on CDM, including gender issues;
2. The increased use of standardised gender-sensitive educational and training materials for CDM by professionals and students in the Caribbean; and
3. The enhanced mainstreaming of gender-sensitive decision-making for CDM in the public and private sectors, in particular Small and Medium Enterprises (SMEs).

The Initiative is being implemented by the Disaster Risk Reduction Centre of the Institute for Sustainable Development in The University of the West Indies with funding from the Department of Foreign Affairs, Trade and Development Canada. The Initiative commenced in September 2013 and is expected to close in December 2018.

3. Description

The Initiative Associate’s role is to assist the Initiative Manager in programme implementation, provide administrative, logistical and communications support, and contribute to knowledge building and sharing for the programme. Responsibilities include: research, procurement, organisation of workshops and meetings, management of documents, production of Initiative reports, website update, and development of communication products. The Initiative Associate will report to the Director of the Disaster Risk Reduction Centre through the Initiative Manager. The successful candidate should be well organised and work efficiently without close supervision. Familiarity with project and/or donor procedures would be an asset.

The Initiative Associate is required to carry out duties in support of this role as outlined below:

Responsibilities

Implementation of Operational Strategies
Assisting with ensuring full compliance of Initiative administrative activities with UWI and donor rules, regulations, policies, and strategies.
Supporting the provision of inputs to the UWI administrative business processes, mapping and implementation of Standard Operating Procedures (SOPs).

**Administrative and Logistical Support**
Offering support to procurement processes, including, preparation of procurement documents, receipt of quotations, bids or proposals, and their preliminary evaluation.
Organisation and documentation of meetings of Initiative management structures.
Organisation of workshops, conferences, publicity events, retreats, and meetings.
Coordination of travel arrangements.
Support with protocol matters, registration of staff, coordination with ISD on space and other administrative matters.
Coordination of the provision of reliable and quality office supplies.

**Administrative and Financial Control**
Proper control and management of supporting documents of funds and activities.
Drafting of required project documents and reports in required formats.

**Communications, Knowledge Building and Knowledge Sharing**
Supporting website maintenance and ensuring information for the site is up to date.
Writing of technical articles for Initiative visibility and contributing to visibility activities.
Support for review of technical outputs.
Ensuring provision of information for Initiative governing bodies and members of DRRC.
Provision of efficient general reception and information services.
Provision of reliable registry and archiving services.

4. **Position Requirements**

**Formal Education & Certification**
Minimum of a first Degree in one of the following: Administration, a Natural, Social, or Earth Science.
Certification in administration and/or project management would be an asset.

**Knowledge & Experience**
At least 4 years of relevant experience in project management support, project administration, or programme support is required.
Proficiency in Microsoft Office software applications.
Proficiency in web-based management systems.
Research skills.
Knowledge of Disaster Risk Management and Caribbean disaster risk reduction systems and processes would be an asset.

**Personal Attributes**
Excellent written and oral communication skills. (Candidates must be fluent in written and spoken English.)
Excellent interpersonal skills.

Interested individuals are invited to submit an application based on the above no later than 4:30pm (Jamaica time) on **November 18th, 2016**.

Applicants are advised that if they are not selected for this position their applications will remain on our roster for consideration of other vacancies.

**Applications should include:**

a. Cover Letter
b. Curriculum Vitae, giving full particulars of qualifications, experiences, the names and addresses of three referees, and copies of academic qualifications. Please email applications to ekacdm@uwimona.edu.jm with a copy sent to isd@uwimona.edu.jm.

**Subject:** Application for Position of Initiative Associate

**Attention:**
Initiative Manager
EKACDM Initiative
c/o Disaster Risk Reduction Centre
13 Gibraltar Camp Way
The University of the West Indies Mona
Kingston 7, Jamaica