CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY

JOB DESCRIPTION

Position Title: Programme Officer, Preparedness and Response

Division/Department: Technical Programme Management Division (TPMD)/Preparedness & Response Department

Reports To: Programme Manager, Preparedness & Response

Direct Reports: N/A

Date Revised: August 2020

1.0 FUNCTIONAL RELATIONSHIPS
Works under the direction of the Programme Manager, Preparedness & Response (PMPR), collaborates with the other staff of the Technical Programme Management Division.

2.0 SUMMARY
The Programme Officer, Preparedness & Response (POPR) will be required to provide technical support to the Agency’s preparedness & response programme.

3.0 DUTIES AND RESPONSIBILITIES

3.1 Preparedness

3.1.1 Implement, with the guidance of the PMPR, the mechanism for the management of regional response teams.

3.1.2 Support the PMPR in the design, training, testing and exercising of the Regional Response Mechanism (RRM).

3.1.3 Provide support for enhancing the operational readiness of the CDEMA Coordinating Unit.

3.1.4 Assist in maintaining and updating the Regional Coordination Plan in collaboration with key partners.

3.1.5 Contribute to the development and maintenance of the Standard Operating
Procedures (SOPs) for the CDEMA Regional Coordinating Centre (RCC), under the direction of the PMPR.

3.1.6 Support the implementation of the PRD technical programmes.

3.1.7 Serve as the liaison officer for the deployment teams.

3.1.8 Assist with the programme to support the Sub Regional Focal Groups.

3.1.9 Undertake, under the direction of the PMPR, technical inputs into the enhancement, delivery and monitoring of the agency’s Early Warning Systems initiatives.

3.1.10 Provide support for the distillation of programming priorities based on the analysis of the results.

3.1.11 Support the administrative and technical implementation of projects executed by the Department.

3.1.12 Provide support to the Sub-Committees of the Technical Advisory Committee (TAC) as required.

3.1.13 Provide support to the CDEMA partnership management arrangement.

3.2 Emergency Events

3.2.1 Assist with the operations of the RCC during emergencies.

3.2.2 Assist with the After-Action Review process post-emergency events in the region.

3.2.3 Participate in disaster response activities of the Agency, including deployment, as may be required.

3.3 Reporting

3.3.1 Prepare and submit monthly and other reports as requested.

3.4 Perform any other related duties as may be directed from time to time by the PMPR or any duly authorized officer of the Agency.

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 stall members of the Agency.

4.5 Required to observe Agency’s Staff Rules and Regulations in force.
4.6 Required to maintain current knowledge of the responsibilities of other agencies and organization with disaster management responsibilities.

5.0 EVALUATION CRITERIA

5.1 Level of improvement in the Agency’s readiness to respond to diversity of hazards.

5.2 Level of effectiveness of coordination of the response capabilities of the Coordinating Unit Regional Coordinating Centre (RCC) during activation of any regional emergency.

5.3 Level and effectiveness of Preparedness and Response plans for the region.

5.4 Timely completion of assignments and reports and the ability to meet deadlines.

5.5 Technical accuracy and general quality of advice and reports.

5.6 Knowledge and understanding of and the effective application of the Agency’s policies and objectives.

5.7 Communication effectiveness.

6.0 QUALIFICATIONS AND EXPERIENCE

6.1 A Bachelor’s Degree in Earth Sciences or Environment Planning, Disaster Management, Physical Sciences or related discipline.

6.2 A minimum of five (5) years’ experience in disaster management or working in a related institution in the areas associated with the position.

6.3 Demonstrated operational experience at the national and/or regional level.

6.4 Experience in developing and implementing disaster preparedness and response programmes at the national and/or regional level.

6.5 Experience or training in logistics is desirable.

6.6 Experience in the development of project proposals and project planning and execution would be an asset.

7.0 KNOWLEDGE, SKILLS AND ABILITIES

7.1 Knowledge of disaster management issues in the Caribbean.

7.2 Knowledge of emergency operations (may include Emergency Operations Centre Operations; Incident Command Systems; Damage Assessment and Needs Analysis).

7.3 Knowledge of project management.

7.4 Good proposal writing, report writing, data acquisition and analysis skills.

7.5 Proficiency in relevant computer applications.

7.6 Knowledge of database management desirable.
7.7 Excellent interpersonal and communication skills.
7.8 Negotiation, diplomacy and advocacy skills.
7.9 Ability to communicate effectively with persons at all levels.
7.10 Excellent planning and organizational skills.
7.11 Ability to manage multiple priorities and learn quickly
7.12 Flexibility and adaptability.
7.13 Demonstrated team leadership
7.14 Fluency in French, French Creole or Papiamento would be an asset.
7.15 Appreciation of workplace diversity.