



**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

Employee:.....

CDEMA:.....

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 staff 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 Papiamentu would be an asset.
- 7.15 Appreciation of workplace diversity.