



CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY

JOB DESCRIPTION

Position Title: Logistics Specialist 2

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

Reports To: Programme Manager, Preparedness & Response

Supervises: N/A

Date Revised: March 2019

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 Logistics Specialist 2 will be required to provide technical support to the Agency's Preparedness & Response programme in the area of logistics and will be responsible for leading the development, rollout and maintenance of a Smart relief management system

3.0 DUTIES AND RESPONSIBILITIES

3.1 Development of the Smart Relief Management System

3.1.1 Lead the development, rollout and maintenance of a Smart Relief Management System. This will include the use of software and bolt-on technologies (tracking / mapping / RFID / QR / Bar Coding / Documentation / Population Data for Distribution Targeting in an Emergency. In collaboration with the CDEMA Participating States and Partners under the CDEMA framework and in accordance with the relief management framework

3.1.2 Provide continuous training on the Smart Relief Management System

3.2 Preparedness

3.2.1 Provide technical support to National Disaster Offices of CDEMA Participating States towards the strengthening of their Logistics planning

and preparedness

3.3 Regional Warehousing

3.3.1 Provide support to the management of the regional warehouse programme and the regional warehouses

3.4 Relief Management

3.4.1 Lead on the strengthening of the relief management framework at the regional level linked to the development of the SMART relief management system

3.4.2 Lead on the development of the relief management framework at the sub regional and national levels

3.5 Logistics Programme Development

3.5.1 Provide support to the development of a Legal and Policy framework for Logistics at the National and Regional Levels

3.6 Capacity Strengthening

3.6.1 Support the development and delivery of logistics training material

3.7 Logistics Capability Assessments

3.7.1 Provide support to the Logistics Capability Assessment process and updates of the database

3.8 Emergency Events

3.8.1 Lead/Support the coordination of the Logistics Operations in times of emergency either at the CU or on deployment

3.8.2 Support the emergency response operations

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

3.9 Support the development of logistics awareness products

3.10 Prepare concept notes to support resource mobilization for the logistics programme

3.11 Prepare and submit monthly and other reports as requested.

3.12 Participate in Agency meetings as required

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

3.14 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 Access to all available relevant information and resources for effective discharge of duties
- 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 effectiveness of coordination of the response capabilities of the CU Regional Coordinating Centre (RCC) during activation of any regional emergency
- 5.2 Implementation of the Smart Relief Management System
- 5.3 Quality of Logistics Plans
- 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 Masters' degree in Logistics, Disaster Management, Supply Chain Management or related discipline with a minimum of five (5) years' experience in disaster management or working in a related institution in the areas associated with the position with a logistics focus; OR
- 6.2 A Bachelor's degree in Logistics, Disaster Management, Supply Chain Management or related discipline with a minimum of seven (7) years' experience in disaster management or working in a related institution in the areas associated with the position with a logistics focus; OR
- 6.3 Ten years (10) years' experience in logistics
- 6.4 Qualifications in Computer Science, Information Technology or related discipline would be an asset.
- 6.5 Professional Certification in Logistics (such as APICS and SOLE) would be an asset
- 6.6 Demonstrated supply chain operational experience with a humanitarian focus at the national and/or regional level

- 6.7 Experience in the following would be preferred:
- a) set up, support, and maintenance of local area networks (LANs), wide area networks (WANs), and other networking systems
 - b) installing and maintaining routers, switches, firewalls, installing drivers and software and network-related software programs
 - c) deploying software in Windows, Android and IOS platforms.
- 6.8 Experience in developing and implementing disaster preparedness and response programmes at the national and/or regional level
- 6.9 Experience or training in humanitarian emergency logistics operations during rapid onset disasters would be an asset
- 6.10 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 Operational Logistics including customs and importation requirements, Warehouse management and final mile delivery.
- 7.2 Knowledge of at least one of the following languages would be an asset: PHP, C#, JavaScript, VBA (Visual Basic for Applications).
- 7.3 Knowledge of the core humanitarian standards and the humanitarian response system
- 7.4 Comprehensive understanding of issues and challenges in disaster management within CDEMA Participating States
- 7.5 Excellent communication skills (oral, written, public speaking and presentational)
- 7.6 Excellent interpersonal skills
- 7.7 Excellent negotiation, diplomacy and advocacy skills
- 7.8 Ability to communicate effectively with persons at all levels
- 7.9 Excellent planning and organizational skills
- 7.10 Critical thinking and problem-solving skills
- 7.11 Ability to manage multiple priorities
- 7.12 Proficiency in relevant ICT applications
- 7.13 Proposal writing, report writing, data acquisition and analysis skills
- 7.14 Flexibility and adaptability
- 7.15 Demonstrated team leadership
- 7.16 Knowledge of Spanish, French, French creole, papiamentu or Dutch would be an asset.
- 7.17 Appreciation of workplace diversity