



CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY

JOB DESCRIPTION

Position Title: Project Assistant

Division/Unit: Technical Programme Management Division (TPMD)

Reports To: Deputy Executive Director

Date Written: August 2020

1.0 FUNCTIONAL RELATIONSHIPS

Works under the direction of the Deputy Executive Director. Collaborates with the Preparedness & Response Department (PRD) as well as other staff of the Technical Programme Management Division (TPMD) and the CDEMA Coordinating Unit (CU) in delivering the project to contribute to Caribbean Resilience Framework and the CDEMA Coordinating Unit (CU) Strategic Plan in keeping with the CDM Strategy 2014-2024.

2.0 SUMMARY

The Project Assistant shall be responsible for providing assistance with the project implementation of the programme ensuring the smooth, timely and reliable flow of information between the Technical Programme Management Division and the broader CU functional units and programme stakeholders.

3.0 DUTIES AND RESPONSIBILITIES

Specifically, the Project Assistant will:

- 3.1 Assist in the orderly operation of the project, in line with established procedures and within established budgets. This includes *inter alia*, the ordering of equipment and supplies, organizing of workshops and consultations, monitoring of expenditures and arrangements for payment of recurrent and other expenditures are timely.
- 3.2 Provide assistance in ensuring that technical documents of the project are fully reviewed and assessment reports prepared and discussed in collaboration with the Programme Coordinator,
- 3.3 Assist with the preparation of project implementation reports and schedules for submission.

- 3.4 Provide support to timely project monitoring at the country and stakeholder level for delivery of the project results.
- 3.5 Prepare and proof-read general and confidential project correspondence, reports, minutes of meetings and other official documents and ensure accuracy, neatness and appropriateness of presentation of all work.
- 3.6 Liaise with and support the DED in maintaining close and cooperative working relationships with the relevant stakeholders and strategic partners.
- 3.7 Take notes or minutes of conferences, meetings, seminars and symposia, reproduce accurate text thereof and arrange for circulation as required.
- 3.8 Ensure that staff receive communication directed to them in a timely manner;
- 3.9 Handle routine project enquiries.
- 3.10 Arrange appointments and interviews, schedule meetings, overseas travel for and on behalf of the project team and other persons as required.
- 3.11 Receive incoming correspondence and directs them to the DED, provide advice and guidance as necessary, draft replies and make referrals
- 3.12 Maintain an efficient system of files for general correspondence reports and deliverables of the project.
- 3.13 Coordinate administrative arrangements for technical and training meetings/workshops.
- 3.14 Undertake such travel as may be required from time to time in connection with duties assigned.
- 3.15 Maintain the project events calendar and travel schedules of the project in consultation with the Deputy Executive Director and Administrative Assistant.
- 3.16 Follow up with officers of the Technical Programme Management Division (TPMD) to ensure that deadlines relating to all contracts are being adhered to.
- 3.17 Provide support in researching, compiling, assimilating, investigating and analyzing specific issues affecting the operations of the project.
- 3.18 Provide project support for:
 - 3.20.1 Convening of the meetings of the Working Group on Recovery for the establishment of the Caribbean Resilience Recovery Facility (CRRF);
 - 3.20.2 Maintenance of Registry/Cadre of Recovery Deployment personnel
- 3.19 Provide monthly activity reports.
- 3.20 Participate in the response activities of the Agency as may be required.
- 3.21 Perform such other job-related duties as may be assigned from time to time by the Programme Coordinator or other duly authorized staff member.

4.0 CONDITIONS

- 4.1 General administrative office accommodation provided
- 4.2 Institutional support provided through documented rules and regulations, general policy guidelines and through access to available relevant information, resources and facilities
- 4.3 Position may require periods of travel to CDEMA member states as well as other destinations
- 4.4 Subject to general service conditions applicable to established staff members of the Agency
- 4.5 Required to observe the Agency's Staff Rules & Regulations
- 4.6 Required to maintain current knowledge of the responsibilities of other agencies and organizations with regional disaster management agencies

5.0 EVALUATION CRITERIA

The performance plan will include performance objectives and job standards including:

- 5.1 Demonstrated project and human management skills
- 5.2 Demonstrated capacity in monitoring
- 5.3 Timely completion of assignments and reports and ability to meet deadlines
- 5.4 Technical accuracy and general quality of assignment.
- 5.5 Knowledge and understanding of and the effective application of the Agency's policies and objectives.
- 5.6 Teamwork
- 5.7 Reliability and initiative
- 5.8 Communication Effectiveness
- 5.9 Timely completion and submission of Monthly Activity Reports and assigned Progress Reports.

6.0 QUALIFICATIONS AND EXPERIENCE

- 6.1 A Certificate in Project Management certification with at least two (2) years project management work experience in a disaster management agency or similar organization.
- 6.2 Certified Professional Secretary (CPS), Certified Administrative Professional (CAP), or equivalent qualification.
- 6.3 Minimum of five (5) administrative experience desirable.

7.0 SKILLS, KNOWLEDGE AND ABILITIES

- 7.1 Proficiency in relevant computer applications including Microsoft Office Suite
- 7.2 Knowledge of office management principles and procedures

- 7.3 Knowledge of project management principles
- 7.4 Excellent written and oral use of the English language
- 7.5 Program and administrative management
- 7.6 Ability to communicate and relate effectively with persons at all levels
- 7.7 Work effectively with a wide range of stakeholders in a diverse community.
- 7.8 Plan, develop, and coordinate multiple assignments.
- 7.9 Make administrative and procedural decisions and judgments on sensitive, confidential issues.
- 7.10 Flexibility and adaptability
- 7.11 Foster a cooperative work environment.
- 7.12 Problem-solving data acquisition and analysis skills
- 7.13 Appreciation of workplace diversity