



CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY

JOB DESCRIPTION

Position Title:	Project Officer – EDF 11 (G3)
Office/Department:	Office of the Executive Director (OED)/ Planning and Business Development Department
Reports To:	Programme Coordinator
Direct Reports:	N/A

1.0 FUNCTIONAL RELATIONSHIPS

Works under the direction of and reports to the Programme Coordinator and collaborates with staff of the OED and other staff members of the Agency.

2.0 SUMMARY

The Project Officer shall be responsible for providing assistance with the project administration and implementation of the programme ensuring the smooth, timely and reliable flow of information between the Planning and Business Development Department, the broader CU functional units and programme stakeholders.

3.0 DUTIES AND RESPONSIBILITIES

Specifically, the Project Officer will:

- 3.1 Assist in the orderly operation of the programme, in line with established procedures and within established budgets. This includes *inter alia*, the ordering of equipment and supplies, 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 programme are fully reviewed and assessment reports prepared and discussed in collaboration with the Programme Coordinator,
- 3.3 Assist with the preparation of programme implementation reports and schedules for submission to the Programme Coordinator.
- 3.4 Provide technical support to planning meetings related to the programme.

- 3.5 Prepare and proof-read general and confidential 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 PBDM in maintaining close and cooperative working relationship with the agencies' 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 Attend to visitors and handles 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 PBDM, provide advice and guidance as necessary, draft replies and make referrals as appropriate;
- 3.12 Dispatch correspondence, parcels and other official messages and maintain proper records of incoming and outgoing correspondence;
- 3.13 Maintain an efficient system of files for general correspondence, reports and the programme in collaboration with the Executive Secretary;
- 3.14 Conduct file searches, identify background correspondence and retrieve information related to matters being dealt with by the PBDM and other staff members;
- 3.15 Coordinate administrative arrangements for technical and training meetings/workshops;
- 3.16 Undertake such travel as may be required from time to time in connection with duties assigned by the Planning & Business Development Department;
- 3.17 Ensure that adequate stationery is available for work in progress;
- 3.18 Maintain the programme events calendar and travel schedules of the Agency/Project in consultation with the Planning and Business Development Department and Executive Assistant;
- 3.19 Follow up with officers of the Planning & Business Development Department to ensure that deadlines relating to all contracts are being adhered to;
- 3.20 Support the staff of the Planning & Business Development Department in researching, compiling, assimilating, investigating and analyzing specific issues affecting the operations of the Programme;
- 3.21 Provide project support to the Country Directed Fund as follows:
 - i. Support the tracking and reporting of CDF applications processed;
 - ii. Ensure that timely feedback is provided to NDOs on the status of their CDF proposals;
 - iii. Coordinate several meetings of the Internal Small Grants Committee and Project Board;

- iv. Conduct initial reviews on all CDF proposals to ensure that all criteria have been met prior to sharing with the Committee;
- v. Prepare and finalize meeting notes from the Committee and share the Committee's comments for the enhancement of proposals;
- vi. Prepare and share Letters of Agreement (LOA);
- vii. Prepare and share Addendums to LOA;
- viii. Initiate disbursement requests with the Finance Department;
- ix. Follow-up with Finance on the status of disbursements;
- x. Provide status reports on CDF initiatives to Programme Coordinator, PBDM and the Finance Department;
- xi. Undertake other CDF administrative duties

3.22 Provide monthly activity reports;

3.23 Participate in the response activities of the Agency as may be required;

3.24 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 requires periods of travel to CDERA 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 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 administrative and human management skills;

5.2 Demonstrated capacity in monitoring and evaluation;

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 First degree in Earth Science, Social Science or equivalent discipline
- 6.2 Two (2) years subject matter experience gained through service within a disaster management or civil defense organization or affiliated organizations.
- 6.3 Project management certification or at least two (2) years project management work experience in a disaster management agency or similar organization.

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