



## **CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY**

### **JOB DESCRIPTION**

<b>Position Title:</b>	Senior Programme Officer, Preparedness & Response
<b>Division/Unit:</b>	Technical Programme Management Division (TPMD)/ Preparedness & Response
<b>Reports To:</b>	Programme Manager, Preparedness & Response
<b>Direct Reports:</b>	N/A
<b>Date Written:</b>	October 2018

### **1.0 FUNCTIONAL RELATIONSHIPS**

Works under the direction of the Programme Manager, Preparedness & Response (PMPR) and collaborates with other staff.

### **2.0 SUMMARY**

The Senior Programme Officer, Preparedness & Response (SPO-PR) will provide technical assistance and guidance on the preparedness and response programme at the CDEMA CU and to the CDEMA Participating States (PS). The SPO - PR will provide technical support to the Preparedness and Response Department in enhancing and/or promoting strategic and operational partnerships and support initiatives to build capacity of National Disaster Offices in preparedness and response and the development and implementation of contingency planning initiatives in support of the Regional Response Mechanism.

### **3.0 DUTIES AND RESPONSIBILITIES**

#### **3.1 Audits**

3.1.1 Support the conduct of audits of national, sub-regional and regional readiness;

3.1.2 Utilize the analysis of the results and monitoring and evaluation reports to inform preparedness and response programming priorities;

#### **3.2 Preparedness**

3.2.1 Provide guidance and support to the National Disaster Offices of CDEMA Participating States towards the strengthening of their individual Preparedness and Response programmes;

- 3.2.2 Enhance, exercise and test the Regional Response Mechanism;
- 3.2.3 Develop the technical content of preparedness and response related training and support the delivery of those courses;
- 3.2.4 Support the establishment and or maintenance of a standardized multi – sectoral coordinating mechanism both regionally and nationally;
- 3.2.5 Enhance the process for consolidating the Damage Assessment and Needs Analysis (DANA) systems and procedures in the region;
- 3.2.6 Support the PMPR in the coordination of the Emergency Telecommunication System to ensure operability;
- 3.2.7 Coordinate the Operational readiness of the CDEMA CU to respond in the event of a disaster;
- 3.2.8 Collaborate with partners in strengthening the Sub Regional Coordination Centres (SRCC) in conjunction with the Sub Regional Disaster Response Operational Units;
- 3.3 Emergency Events
  - 3.3.1 Support the disaster response activities of the Agency, including deployment as may be required in consultation with the PMPR;
  - 3.3.2 Coordinate the After- Action Review process post-emergency events in the region;
- 3.4 Reporting
  - 3.4.1 Prepare reports on the status of readiness;
  - 3.4.2 Prepare and submit monthly, quarterly and other reports as requested;
- 3.5 Support the PMPR in collaborating with the Planning and Business Development Manager in identifying business development opportunities and preparing project proposals and subsequent implementation;
- 3.6 Provide support to the CDEMA partnership management arrangement;
- 3.7 Provide support to the Sub-Committee of the Technical Advisory Committee (TAC) as required;
- 3.8 Prepare and submit monthly, quarterly and other reports as requested;
- 3.9 Perform any other duties as may be directed from time to time by the Programme Manager, Preparedness & Response 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 Demonstrated technical, administrative and human management skills;
- 5.2 Demonstrated competence in emergency response functions;
- 5.3 Demonstrated competence in evaluating and strengthening capabilities/capacities in CDEMA PS;
- 5.4 Technical accuracy and general quality of reports;
- 5.5 Level of effectiveness in operational direction, control and coordination;
- 5.6 Timely completion of assignments and reports and the ability to meet deadlines;
- 5.7 Knowledge and understanding of and the effective application of the Agency's policies and objectives;
- 5.8 Communication effectiveness.

## **6.0 QUALIFICATIONS AND EXPERIENCE**

- 6.1 Masters' degree in Disaster Management, Physical, Social or Earth Sciences or equivalent academic qualifications; and  
At least five (5) years' experience in developing and implementing disaster preparedness and response programmes at the national and/or regional level;  
**or**
- 6.2 A Bachelor's degree in Disaster Management, Physical, Social or Earth Sciences or equivalent academic qualifications and seven (7) years' experience in developing and implementing disaster preparedness and response programmes at the national and/or regional level;  
**or**
- 6.3 A minimum of ten (10) years' experience in emergency operations;
- 6.4 Demonstrated experience in disaster preparedness and response programmes at the regional level preferably in the Caribbean;

- 6.5 Demonstrated experience in disaster preparedness and response programmes at the country level;
- 6.6 Demonstrated experience in emergency response planning, exercise design and testing, meeting facilitation and recovery planning.

## **7.0 KNOWLEDGE, SKILLS AND ABILITIES**

- 7.1 Good knowledge of emergency response functions;
- 7.2 Knowledge of recovery approaches and issues;
- 7.3 Comprehensive understanding of issues and challenges in disaster management within CDEMA Participating States;
- 7.4 Good knowledge of global disaster management trends and best practices;
- 7.5 Ability to articulate standards for disaster response;
- 7.6 Knowledge of project management;
- 7.7 Good Report writing, data acquisition, audit and analysis skills;
- 7.8 Proficiency in relevant computer applications;
- 7.9 Excellent interpersonal and communication skills;
- 7.10 Excellent negotiation, diplomacy and advocacy skills;
- 7.11 Ability to communicate effectively with persons at all levels;
- 7.12 Excellent planning and organizational skills;
- 7.13 Ability to manage multiple priorities;
- 7.14 Flexibility and adaptability;
- 7.15 Fluency in French, French Creole or Papiamentu would be an asset;
- 7.16 Appreciation of workplace diversity.