



**CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY
JOB DESCRIPTION**

Position Title: Senior Programme Officer - Telecommunications

Division/Department: Office of the Executive Director (OED)/Information & Communication Technology (ICT)

Reports To: ICT Manager

Direct Reports: N/A

Date: December 2018

1.0 FUNCTIONAL RELATIONSHIPS

Works under the direction of the Information & Communication Technology (ICT) Manager. Collaborates with the staff of the Technical Programme Management Division.

2.0 SUMMARY

Senior Programme Officer - Telecommunications will lead the development and implementation of the telecommunications programme at the CDEMA Coordinating Unit. This will include the development and implementation of the minimum emergency telecoms standards for CDEMA Participating States (PS) as well as maintain the emergency telecoms function at the CDEMA CU.

3.0 DUTIES AND RESPONSIBILITIES

- 3.1 Provide leadership for the telecoms programme of the CU to include:
 - 3.1.1 Development of the telecoms component of the CU Annual Work Plan
- 3.2 Provide analysis and periodic review of the telecoms component of the CDM Audit.
- 3.3 Finalize the minimum emergency telecoms standards for CDEMA PS and provide technical support in implementing the standards.
- 3.4 Provide support to the Participating States including the Sub Regional Focal Points

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- in the review and upgrade of their emergency telecommunications plans.
- 3.5 Provide maintenance of emergency telecoms equipment at the CDEMA CU.
 - 3.6 Ensure that the Emergency Telecommunications equipment are functional and kept in a state of readiness and are available for use during training or simulation exercise.
 - 3.7 Provide training in the proper use of the Emergency Telecommunications equipment.
 - 3.8 Maintain a database of up-to-date inventory for all functioning emergency telecommunications equipment.
 - 3.9 Lead in the updating of the CDEMA Regional Emergency Telecommunications Strategy and Plan and provide support in the exercising of the plan.
 - 3.10 Assist in the development/update of Standard Operating Procedures for the Radio Room and Radio Checks.
 - 3.11 Provide technical support in the setting up of antennas and mobile communication units during field exercises.
 - 3.12 Test the emergency telecommunications systems across the region to ensure functionality.
 - 3.13 Develop and maintain partnerships with key telecoms players in the public and private sector.
 - 3.14 Participate in meetings internally and externally as required.
 - 3.15 Prepare and submit monthly and other reports as requested.
 - 3.16 Participate in disaster response activities of the Agency, including deployment as may be required.
 - 3.17 Perform any other related duties as may be directed from time to time by the ICT Manager 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 Degree to which emergency telecommunications in the region has been enhanced.
- 5.2 Timely completion of assignments and reports and the ability to meet deadlines
- 5.3 Technical accuracy and general quality of advice and reports
- 5.4 Knowledge and understanding of and the effective application of the Agency's policies and objectives

6.0 QUALIFICATIONS AND EXPERIENCE

- 6.1 A Masters' Degree in Computer Science, Electrical Engineering/Electronics or related field and a minimum of five (5) years' experience in telecommunications/radio communication system maintenance.

or
- 6.2 A Bachelor's degree in Computer Science, Electrical Engineering/Electronics or related field and seven (7) years' experience in telecommunications/radio communication system maintenance.
- 6.3 Certification in Telecommunications/Radio Communications.
- 6.4 Certification in Radio Equipment management and repairs will be an asset.
- 6.5 Significant experience in the field of disaster management day-to-day and emergency operations is preferred.
- 6.6 A minimum of five (5) years experience in disaster management or working in a related institution in the areas associated with the position

7.0 KNOWLEDGE, SKILLS AND ABILITIES

- 7.1 Strong knowledge of Radio Frequency (RF) communications including, protocols and waveforms
- 7.2 Knowledge of satellite communication technologies
- 7.3 Ability to communicate effectively with persons at all levels
- 7.4 Excellent planning and organizational skills
- 7.5 Critical thinking and problem-solving skills
- 7.6 Ability to manage multiple priorities in a fast-paced environment
- 7.7 Proficiency in relevant ICT applications
- 7.8 Flexibility and adaptability
- 7.9 Demonstrated team leadership

- 7.10 Proposal writing, report writing, data acquisition and analysis skills
- 7.11 Excellent interpersonal and communication skills
- 7.12 Excellent negotiation, diplomacy and advocacy skills
- 7.13 Appreciation of workplace diversity
- 7.14 Knowledge of project management would be an asset