



CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY JOB DESCRIPTION

Position Title:	Senior Programme Officer (EDF 11)
Division/Unit:	Office of the Executive Director (OED)/ Planning and Business Development Department (PBDDP)
Reports To:	Planning and Business Development Manager (PBDM)
Direct Reports:	N/A

1.0 FUNCTIONAL RELATIONSHIPS

Works under the direction of and reports to the Planning and Business Development Manager and collaborates with staff of the OED and other staff members of the Agency.

2.0 SUMMARY

The Senior Programme Officer (SPO) will provide support for the advancement of the Comprehensive Disaster Management (CDM) programme at the national and sectoral levels providing support to CDEMA Participating States in the technical and logistical arrangements under the programme. In these duties, the SPO will be responsible to ensure that national related activities are executed in the stipulated timeframes. The Officer will support Monitoring, Evaluation and Reporting of the CDM Strategy including support for the biennial reporting on the CDM progress and harnessing of information on the CDEMA signature events.

3.0 DUTIES AND RESPONSIBILITIES

Specifically, the Senior Programme Officer will:

- 3.1 Coordinate administrative arrangements for technical and training meetings/workshops and other activities relating to the programme and assist with the timely preparation of reports therefrom;
- 3.2 Coordinate full application of the CDM Audit Tool to support identification of country needs;

- 3.3 Support the development of multi-year Country Work Programmes and Performance Monitoring Frameworks
- 3.4 Support the national level integration of CDM in key sectors and the monitoring and evaluation of the CDM Strategy in the sectors at the national level;
- 3.5 Provide support to the implementation of the Monitoring, Evaluation and Reporting (MER) policy for the CDEMA System;
- 3.6 Support the Biennial Reports for the CDM Strategy;
- 3.7 Support the convening of the CDM Conference as the Biennial reporting mechanism on progress of implementation of the CDM Strategy towards achieving the resilience agenda in the region.
- 3.8 Support the Elaboration of Quarterly and Annual Reports for the CU Corporate Plan;
- 3.9 Provide support to the periodic monitoring of CDEMA's ongoing programmes and projects;
- 3.10 Support partnership management and strategic resource mobilization to ensure efficient and effective management of related programmes being coordinated by the Office of the Executive Director;
- 3.11 Develop project proposals from concepts in collaboration with Programme Leads.
- 3.12 Support partnership management and strategic resource mobilization to ensure efficient and effective management of related programmes being coordinated by the Office of the Executive Director;
- 3.13 Consult with the Planning and Business Development Manager to be informed of the design, goals and operations of the CU's performance management system and related monitoring and evaluation instruments;
- 3.14 Support monitoring of project reporting to ensure timely submissions and compliance with signed agreements;
- 3.15 Facilitate collaboration with the Canada funded ***Targetted Support for Regional Disaster Management Project*** and similar initiatives to ensure complementarities and reduce duplication.
- 3.16 Prepare and submit monthly reports to the PBDM in keeping with a predefined work plan;
- 3.17 Collaborate with Procurement Officer to efficiently initiate programme related procurement
- 3.18 Participate in the disaster response activities of the Agency, as may be required;
- 3.19 Perform such other job-related duties as may be assigned from time to time by the PBDM or other duly authorized staff member in her absence.

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

6.0 QUALIFICATIONS AND EXPERIENCE

- 6.1 Post-graduate degree in Economics, Social Sciences, Business Administration, or related field and
- 6.2 A minimum of three years related experience
or
- 6.3 A Bachelor's degree in Economics, Social Sciences, Business Administration, or related field and at least five (5) years related experience.
- 6.4 Good understanding of and experience in, quantitative and qualitative monitoring and evaluation methods and analysis including for example, use of baselines, log frames, results frameworks and theory-based approaches.
- 6.5 Experience in conducting evaluations at project, programmatic and organisational levels and producing relevant reports.

7.0 KNOWLEDGE AND SKILLS

- 7.1 A good working knowledge of disaster and project management issues
- 7.2 Proposal writing, report writing, data acquisition and analysis skills
- 7.3 Ability to communicate and relate effectively with persons at all levels
- 7.4 Excellent interpersonal and communication skills
- 7.5 Excellent negotiation, diplomacy and advocacy skills
- 7.6 Proficiency in relevant computer applications
- 7.7 Excellent written and oral use of the English language
- 7.8 Flexibility and adaptability
- 7.9 Knowledge of the Comprehensive Disaster Management Strategy would be a distinct asset
- 7.10 Demonstrated Team Leadership
- 7.11 Appreciation of workplace diversity