



CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY

JOB DESCRIPTION

Position Title:	Programme Coordinator (EDF 11)
Office/Department:	Office of the Executive Director (OED)/ Planning and Business Development Department (PBDD)
Reports To:	Planning and Business Development Manager (PBDM)
Direct Reports:	Project Officer

1.0 FUNCTIONAL RELATIONSHIPS

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

2.0 SUMMARY

Under the guidance of the Planning and Business Development Manager, the incumbent will coordinate, guide and direct all activities of the programme to ensure that the programme's objectives and results are achieved in a timely fashion and in accordance with the established rules and procedures of the European Union. This includes ensuring that all programme activities mutually support and strengthen each other for delivery of project results, as well as contribute to the Comprehensive Disaster Management Strategy 2014-2024 and the CDEMA Coordinating Unit (CU) Strategic Plan.

3.0 DUTIES AND RESPONSIBILITIES

Specifically, the Programme Coordinator will:

- 3.1 Coordinate the general execution of the programme's activities, including the supervision of staff assigned.
- 3.2 Draft and supervise the execution of all performance contracts, approve intermediate payments against review of deliverables and prepare final evaluation as condition for final payment;
- 3.3 Liaise with key personnel of co-executing partners to ensure adequate and timely technical inputs to the programme;
- 3.4 Ensure coordination support for the programme; facilitate information sharing;
- 3.5 Coordinate activities amongst programme stakeholders and within the CU;

- 3.6 Ensure that the administrative and technical processes are carried out in conformity with the agreed standards and policies;
- 3.7 Be responsible for the orderly operation of the programme in line with established procedures and within established budgets. This includes *inter alia*, monitoring of expenditures, ensuring that inputs are properly accounted for and arrangements for payment of recurrent and other expenditures are timely;
- 3.8 Support the identification of and recommend consultants to carry out specific tasks relating to the programme;
- 3.9 Act as Secretary of the Programme Board (PB) and support the Project Steering Committee (PSC);
- 3.10 Undertake actions necessary for the timely execution of the contractual conditions set out in the contract between CDEMA and the European Union particularly actions relating to the financing of the programme;
- 3.11 Produce the Project Work Implementation Plan, Annual Work Implementation Plans and obtain the endorsement of the PBDM and CDEMA Executive Director before submitting this documentation to the governance meetings or donors for approval;
- 3.12 Coordinate and/or prepare the semiannual and other progress reports as required by donors;
- 3.13 Provide monthly internal updates to the Planning and Business Development Manager on the status of assigned, delegated and designated duties;
- 3.14 Prepare quarterly internal progress reports and contribute to the Agency's quarterly reports;
- 3.15 Ensure that financial resources are used according to the established accounting and financial standards and procedures of CDEMA and the European Union;
- 3.16 Meet monthly and liaise with the assigned CDEMA Coordinating Unit Staff to ensure that accounting information of the programme is processed in accordance with agreed standards;
- 3.17 Consult with the Programme's Accounting Personnel on the preparation of vouchers for approval and payment of programme expenditure and maintenance of updated accounts;
- 3.18 Plan, coordinate and/or carry out the follow-up, control and evaluation aspects of the programme with the objective of achieving the expected results and quality;
- 3.19 Coordinate arrangements for the Country Directed Fund which offers support for countries to implement the DRM programming, including
 - i. Providing training to PS in preparation of grant applications for the Country Directed Fund (CDF)
 - ii. Tracking and reporting on the CDF application process

- iii. Ensuring that CDF narrative and financial reports from Participating States (PS) are provided in a timely manner and meet the requisite standards set out in the grant agreement
- 3.20 Facilitate coordination with the Canada funded ***Targetted Support for Regional Disaster Management Project*** and similar initiatives to ensure complementarities and reduce duplication.
- 3.21 Facilitate the following in collaboration with the CDEMA CU Programme Area leads for Strategic Planning, Disaster Risk Management as well as Preparedness and Response:
- Strategic Planning***
- i. Capacity building for monitoring, evaluation and reporting (MER) and advancing country work programmes
- Disaster Risk Management***
- i. Capacity building for advancing the CDM Blueprint (policy, legislation, country work programme and competence strengthening in NDMOs) including on gender issues
 - ii. Support for the advancement of Community based DRM initiatives, including expansion of capacity for multi-hazard early warning systems.
 - iii. Providing awareness information in several languages to raise population awareness.
- Preparedness and Response***
- iv. Providing awareness information in several languages to raise population awareness.
 - v. Support for operational readiness
 - vi. Enhancing country capacities at national and local level for delivery of the responsibilities for response in keeping with the relevant Articles of the Agreement Establishing CDEMA
 - vii. Creation of formal mechanisms and undertaking regional exchanges and replication of good practices in disaster risk reduction with CDEMA Participating States, Dominican Republic, Cuba and French Overseas Territories in the Caribbean.
- 3.22 Undertake such travel as may be required from time to time in connection with programme execution;
- 3.23 Undertake any other activities required for the fulfillment of the mandate of the post.
- 3.24 Prepare and submit monthly reports to the PBDM in keeping with a predefined work plan;
- 3.25 Participate in the disaster response activities of the Agency, as may be required;

- 3.26 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 requires periods of travel to CDEMA member states as well as other destinations.
- 4.4 Subject to general service conditions applicable to established members of staff
- 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, administrative and human management skills
- 5.2 Achievement of project objectives within the time and financial allocations
- 5.3 Timely completion of assignments and reports and ability to meet established deadlines
- 5.4 Fostering of teamwork within the project team
- 5.5 Knowledge and understanding of and the effective application of the Agency’s policies and objectives
- 5.6 Effectiveness of communication
- 5.7 Technical accuracy and general quality of assignments undertaken
- 5.8 Demonstrated reliability and initiative

6.0 QUALIFICATIONS AND EXPERIENCE

- 6.1 Master’s Degree in project management, business administration, or related discipline;
- 6.2 At least five (5) years experience in project execution and administration, preferably at the management level. Three (3) of these years must have been spent working in result-based planning, monitoring and evaluation.

7.0 SKILLS, KNOWLEDGE AND ABILITIES

- 7.1 Knowledge of procurement and financial procedures of bilateral or multilateral agencies such as the EU would be an asset.
- 7.2 Ability to plan and implement training workshops;
- 7.3 A good working knowledge of disaster and project management issues
- 7.4 Proposal writing, report writing, data acquisition and analysis skills;
- 7.5 Ability to communicate and relate effectively with persons at all levels
- 7.6 Ability to effectively handle multiple tasks without compromising quality, team spirit and positive working relationships.
- 7.7 Excellent interpersonal and communications skills
- 7.8 Excellent negotiation, diplomacy and advocacy skills
- 7.9 Excellent communication (verbal and written) skills in English;
- 7.10 Proficiency in relevant computer applications (including word processing, database management & spreadsheet software)
- 7.11 Flexibility and adaptability
- 7.12 Knowledge of the Comprehensive Disaster Management Strategy would be a distinct asset
- 7.13 Demonstrated Team Leadership
- 7.14 Appreciation of Workplace diversity