



CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY

JOB DESCRIPTION

Position Title:	Disaster Risk Management Specialist
Division:	Technical Programme Management Division (TPMD)
Reports To:	Deputy Executive Director (DED)
Direct Reports:	N/A
Date Revised:	January 2019

1.0 FUNCTIONAL RELATIONSHIPS

Works under the direction of the Deputy Executive Director and collaborates with staff of the Technical Programme Management Division (TPMD).

2.0 SUMMARY

The Disaster Risk Management Specialist (DRMS) will focus on incorporating considerations of disaster risk (inclusive of risk associated with climate change) into the programming of the CDEMA CU and Participating States. Specifically, the DRMS will work to strengthen risk considerations at the sectoral level and into the mitigation and early recovery components of national programmes and the Corporate Plan of the CDEMA CU. The DRMS will provide support to Participating States (PS) in the identification and treatment of critical and core disaster mitigation priorities as a component of national CDM programmes.

3.0 DUTIES AND RESPONSIBILITIES

- 3.1 Develop and promote strategies for the integrated treatment of disaster risk within the programming of CDEMA Participating States and at the CDEMA CU;
- 3.2 Support CDEMA Participating States in the development of policies, programmes and strategies which integrate DRR and CCA;
- 3.3 Oversee the implementation of Integrated Risk Management Projects being delivered by CDEMA within the Participating States;
- 3.4 Provide technical advice to CDEMA Participating States on conducting risk, hazard and vulnerability assessments for natural and anthropogenic hazards informed by scientific and technical studies;
- 3.5 Collaborate with specialized technical institutions in the development of standardized methodologies for the mapping of risk associated with natural and

anthropogenic hazards;

- 3.6 Establish and implement standards for Community Resilience and support the role out of Enhanced National Community Resilience Programmes;
- 3.7 Support the Deputy Executive Director in the development and maintenance of partnerships and collaborative arrangements with lead technical institutions responsible for the mapping of risk for natural and anthropogenic hazards in the Caribbean;
- 3.8 Liaise with specialized technical partner institutions of CDEMA in the development of strategies for sustained capacity building resilience to hazards including within priority sectors;
- 3.9 Support Participating States in the review of standards associated with disaster mitigation activities;
- 3.10 Support CDEMA Participating States in the promotion of, orientation to adaptation and implementation of the CDEMA suite of resources to support building an enabling environment for CDM to include: The Model national CDM policy, Strategy and Plan of Action; Model National CDM Legislation;
- 3.11 Collaborate with Participating States in the development of hazard mitigation strategies and plans;
- 3.12 Provide guidance to the Participating States in analyzing the vulnerability of key sectors, which have been assigned under the CDM Strategy and recommending loss reduction measures to ensure business continuity;
- 3.13 Develop project concept notes to support priorities within the sub-component of the programme architecture supporting integrated risk management support Participating States in the incorporation of risk management considerations during early recovery;
- 3.14 Promote the adaptation and adoption of the CDEMA Model Recovery Framework in CDEMA Participating States;
- 3.15 Conduct workshops and training within CDEMA Participating States in support of Integrated Risk Management;
- 3.16 Prepare and submit monthly and other reports as requested;
- 3.17 Participate in response activities of the Agency, as may be required;
- 3.18 Perform any other duties as may be directed from time to time by the Deputy Executive Director 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 disaster risk management;
- 5.3 Demonstrated competence in evaluating and strengthening capabilities/capacities in CDEMA PS;
- 5.4 Technical accuracy and general quality of reports;
- 5.5 Timely completion of assignments and reports as detailed at 3.0 above;
- 5.6 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 Physical, Social or Earth Sciences, Economics or related discipline; and at least five (5) years experience in disaster risk management;
- or**
- 6.2 A Bachelors degree in Physical, Social or Earth Sciences or related discipline and seven (7) years related experience;
 - 6.3 Qualifications in Geographic Information Systems (GIS) and remote sensing would be an asset;
 - 6.4 Demonstrated experience in conducting risk, hazard and vulnerability analysis for natural and anthropogenic hazards;
 - 6.5 Demonstrated knowledge and experience with Risk assessment tools and methodologies including modeling;
 - 6.6 Demonstrated experience in Programme design, implementation and monitoring;
 - 6.7 Demonstrated experience leading and coordinating multi stakeholder consultative processes;

7.0 KNOWLEDGE, SKILLS AND ABILITIES

- 7.1 Good knowledge of risk assessment methodologies for multiple hazards;
- 7.2 Knowledge of Climate change adaptation;
- 7.3 Comprehensive understanding of issues and challenges in disaster risk management within CDEMA Participating States;
- 7.4 Good understanding of hazard specific programming and planning for key hazards;
- 7.5 Good knowledge and understanding of risk, hazard and vulnerability analysis for natural and anthropogenic hazards;
- 7.6 Proposal writing, report writing, data acquisition and analysis skills;
- 7.7 Good knowledge of disaster and project management issues;
- 7.8 Proficiency in relevant computer applications;
- 7.9 Excellent interpersonal and communication skills;
- 7.10 Excellent negotiation, diplomacy and advocacy skills;
- 7.11 Excellent written and oral use of the English language;
- 7.12 Flexibility and adaptability;
- 7.13 Ability to communicate effectively with persons at all levels;
- 7.14 Demonstrated Team Leadership;
- 7.15 Appreciation of workplace diversity.