



Vacancy Notice
CDEMA Coordinating Unit
DISASTER RECOVERY SPECIALIST

Competition Reference No.	CDEMA-CU/ENG/02-20
Application Deadline Date:	September 28, 2020
Location:	Bridgetown, Barbados
Organization:	Caribbean Disaster Emergency Management Agency
Contract Period:	30 months

The CDEMA Coordinating Unit (CU) is inviting applications for the post of **Disaster Recovery Specialist** for the *Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean” (EnGenDER) project.*

Under the supervision of the Deputy Executive Director, the **Disaster Recovery Specialist** will work with CDEMA in researching, designing, implementing, and harnessing the potential of national agencies and regional bodies with the responsibility for recovery to coordinate implementation of this outcome of the project, including supporting the institutional establishment of and grounding of a regionally-owned and led Caribbean Resilient Recovery Facility (CRRF). The CRRF will elevate and support long-term recovery in the region and is envisaged with four key pillars: building national/regional capacity; improving recovery knowledge and information; addressing recovery financing; and providing innovative recovery solutions. They will also coordinate, guide and direct project activities to ensure that the aims and objectives of the intervention are met as well as ensure that project implementation is undertaken in line with established procedures and within approved budgets.

Open To:

Employees of the CDEMA CU as well as all citizens and permanent residents of CARICOM countries.

Salary and Benefits:

The salary will be based on the individual's qualifications and experience.

Merit Criteria:**1. QUALIFICATIONS AND EXPERIENCE**

- 1.1. Postgraduate degree (MSc, MEng, or higher) in disaster risk management, geography, natural resource management, environmental sciences, social sciences risk assessment, urban and regional planning, economics, management, or a related field.
- 1.2. Project management certification or at least two (2) years project management work experience.
- 1.3. At least five (5) years post qualification experience at a senior technical level in the private or public sector or at least three (3) years management experience in a regional, international or multi-Lateral organization.
- 1.4. At least 6 years of progressively responsible experience addressing issues specific to Caribbean SIDS surrounding disaster risk, environmental management, vulnerability and inequality, or other related development issues.
- 1.5. At least 3 years of strong experience in relevant areas such as crisis response and recovery; policy analysis and inter-sectoral approaches; strengthening institutional capacities; strategic planning and advocacy to national and other partners.
- 1.6. Sound understanding of national and local development planning processes in the Caribbean.
- 1.7. Previous work in any of the beneficiary countries is highly desirable.

2. KNOWLEDGE, SKILLS AND ABILITIES

- 2.1. Extensive knowledge of current management trends and best practices in recovery planning.
- 2.2. Good knowledge of strategic planning, work programme development, program monitoring including program budgeting and results-based management.
- 2.3. Good knowledge of Caribbean economies, and disaster management within the Caribbean.
- 2.4. Good knowledge of project management & project implementation issues
- 2.5. Proficiency in relevant computer applications, including Microsoft project
- 2.6. GIS and/or statistical analysis skills would be an asset.
- 2.7. Ability to communicate and relate effectively with persons at all levels

- 2.8. Proposal writing, report writing, data acquisition and analysis skills
- 2.9. Excellent interpersonal and communication skills
- 2.10. Excellent diplomacy, lobbying and advocacy skills
- 2.11. Demonstrated team leadership skills
- 2.12. Fluency in written and spoken English.
- 2.13. Working knowledge of other regional languages and dialects (e.g. Kweyol, Sranan Tongo) or French, Spanish and /or Dutch is an asset.
- 2.14. Appreciation of workplace diversity

Information Notes:

1. Candidates must clearly demonstrate in writing that they have met all of the criteria. Failure to do so may result in your application not receiving further consideration.
2. Send applications, including Resume, three (3) testimonials and copies of certificates via email to hr@cdema.org Quote selection process number: **CDEMA-CU/ENG/02-20**
3. Acknowledgement of receipt of applications will not be sent. CDEMA would like to thank all candidates who apply, as only those selected for an interview will be contacted.