



CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY

JOB DESCRIPTION

Position Title:	Programme Manager, Preparedness and Response (PMPR)
Division/Department:	Technical Programme Management Division (TPMD)/Preparedness and Response
Reports To:	Deputy Executive Director (DED)
Direct Reports:	Programme Officers, Preparedness and Response (2) Senior Programme Officer, Preparedness & Response Logistics Specialist (2) Other Project Staff
Date Revised:	November 2022

1.0 FUNCTIONAL RELATIONSHIPS

Works under the direction of the Deputy Executive Director (DED). Collaborates with the staff of the TPMD, Office of the Executive Director, other Departments and other staff of the Coordinating Unit (CU).

2.0 SUMMARY

The Programme Manager, Preparedness and Response (PMPR) will be required to provide technical and strategic leadership in preparedness and response program. The manager will also be required to design, implement and monitor programmes aimed at advancing the Agency's priorities under Programme Area 2: Preparedness and Response. Within this context the PMPR will enhance and/or promote strategic and operational partnerships and lead initiatives to build the capacity of National Disaster Offices in the area of preparedness for response and the development and implementation of contingency planning initiatives in support of the Regional Response Mechanism (RRM).

3.0 DUTIES AND RESPONSIBILITIES

3.1 Strategic Programme Design and Prioritization:

- 3.1.1 Support the conduct of annual self-assessment tool on national level readiness within National Disaster Offices.
- 3.1.2 Utilize the results of the audit analysis and monitoring and evaluation reports to inform preparedness and response strategic and programming priorities and coordinate implementation.

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3.2 Preparedness:

- 3.2.1 Lead the provision of technical support to National Disaster Offices of CDEMA Participating States towards the strengthening of their individual Preparedness and Response programmes;
- 3.2.2 Lead on the preparedness of the of the Regional Response Mechanism through development and or enhancement of its components to include the following:
 - a) Drive the Operational Planning to include the continued enhancement and dissemination of an up to date Regional Coordination Plan which includes exercising and testing aspects and components of the Plan;
 - b) Oversee the enhancement, coordination and review of the regional search and rescue programme;
 - c) Lead on the development of a strategic framework and programme for Hazardous Materials and direct the implementation of this programme;
 - d) Lead on the technical content development of preparedness and response related training and support the delivery of these courses;
 - e) Collaborate with relevant partner agencies to elaborate and maintain a logistics infrastructure to support response operations in CDEMA Participating States;
 - f) Manage the Regional Warehousing Programme;
 - g) Lead on the establishment and or maintenance of a standardized multi sectoral coordinating mechanism both regionally and on-scene.
 - h) Collaborate with partners and support the further establishment of the Sub Regional Coordination Centres (SRCC) in conjunction with the Sub Regional Focal Points;
 - i) Lead and coordinate the process for consolidating the DANA systems and procedures in the region.
 - j) Lead on the development of programmes to strengthen National Level Preparedness and Response Capacity in the CDEMA Participating States.

3.3 Emergency Events:

- 3.3.1 Coordinate the response activities of the CDEMA CU including the Regional Coordinating Centre (RCC) during activation, in consultation with the ED

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- 3.3.2 Lead the disaster response activities of the Agency, as may be required.
- 3.4 Ensure the operational readiness of the CDEMA Coordinating Unit to respond in the event of a disaster which includes, developing maintaining and exercising the CU Contingency Plan and RCC Standard Operating Procedures (SOPs) for the CDEMA CU in collaboration with stakeholders.
- 3.5 Collaborate with the Planning and Business Development Manager in identifying business development opportunities and preparing project proposals and subsequent implementation.
- 3.6 Support the Office of the Executive Director in establishing, maintaining and/or enhancing preparedness and response related partnership agreements.
- 3.7 Reporting:
 - 3.7.1 Utilize the analysis of audit results to report to and through the Executive Director to Participating States and organs of the agency on the status of readiness.
 - 3.7.2 Prepare and submit monthly, quarterly and other reports as requested.
- 3.8 Supervise staff as assigned inclusive of the timely establishment of performance plans and the conduct of performance assessments.
- 3.9 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 Level of effectiveness of the preparedness and response strategic programme in addressing capacity gaps at the national level.
- 5.2 Level of improvement in the Agency's internal readiness to respond to diversity of hazards.

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- 5.3 Level of effectiveness of coordination of the response capabilities of the CU Regional Coordinating Centre (RCC) during activation of any regional emergency.
- 5.4 Level and effectiveness of leadership provided.
- 5.5 Timely completion of assignments and reports and the ability to meet deadlines.
- 5.6 Technical accuracy and general quality of advice and reports.
- 5.7 Knowledge and understanding of and the effective application of the Agency's policies and objectives and role of the Preparedness and Response Unit within this context.
- 5.8 Communication effectiveness.

6.0 QUALIFICATIONS AND EXPERIENCE

- 6.1 A Masters' Degree in Earth Sciences or Environment Planning, Disaster Management, Physical Sciences or related discipline
- 6.2 A minimum of seven (7) years' experience in the management of disaster preparedness and response programmes, with at least three (3) years at a senior management level
- 6.3 Demonstrated experience in disaster preparedness and response programmes at the regional level preferably in the Caribbean
- 6.4 Demonstrated experience in disaster preparedness and response programmes at the country level would be an asset
- 6.5 Experience in contingency plan writing
- 6.6 Fluency in Spanish, French or Creole desirable.

7.0 KNOWLEDGE, SKILLS AND ABILITIES

- 7.1 Knowledge of disaster and/or post-disaster settings
- 7.2 Sound knowledge of project management and disaster risk management issues.
- 7.3 Good knowledge of best practices in Response Management including preparedness and response planning and business continuity planning.
- 7.4 Knowledge of Results Based Management.
- 7.5 Proposal writing, report writing, data acquisition and analysis skills.
- 7.6 Proficiency in relevant computer applications.
- 7.7 Knowledge in the utilization of technology in disaster preparedness and response.
- 7.8 Excellent interpersonal and communication skills.
- 7.9 Excellent negotiation, diplomacy and advocacy skills.
- 7.10 Ability to communicate and relate effectively with persons at all levels.
- 7.11 Excellent problem solving and analytical skills.

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- 7.12 A capacity for independent thought and action and ability to render professional advice.
- 7.13 Excellent planning and organizational skills.
- 7.14 Ability to manage multiple priorities.
- 7.15 Flexibility and adaptability.
- 7.16 Demonstrated Team Leadership.
- 7.17 Appreciation of workplace diversity.

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