

**Vacancy Notice:  
CDEMA Coordinating Unit**

**PROGRAMME MANAGER, PREPAREDNESS & RESPONSE**

<b>Competition Reference No.</b>	CDEMA-CU/ADMIN/20
<b>Application Deadline</b>	<b>December 09, 2022</b>
<b>Location</b>	Bridgetown, Barbados
<b>Organization</b>	Caribbean Disaster Emergency Management Agency, Coordinating Unit (CDEMA CU)

The CDEMA Coordinating Unit (CU) is inviting applications for the position of **Programme Manager, Preparedness and Response (PMPR)** who will be required to provide technical and strategic leadership in preparedness and response program. The PMPR 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).

**Open To:**

Applications for this post are open to employees of the CDEMA CU and all citizens and permanent residents of CARICOM countries.

**Compensation:**

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

**Merit Criteria:**

**1.0 QUALIFICATIONS AND EXPERIENCE**

- 1.1 A Masters' Degree in Earth Sciences or Environment Planning, Disaster Management, Physical Sciences or related discipline
- 1.2 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
- 1.3 Demonstrated experience in disaster preparedness and response programmes at the regional level preferably in the Caribbean

- 1.4 Demonstrated experience in disaster preparedness and response programmes at the country level would be an asset
- 1.5 Experience in contingency plan writing
- 1.6 Fluency in Spanish, French or Creole desirable.

## **2.0 KNOWLEDGE, SKILLS AND ABILITIES**

- 2.1 Knowledge of disaster and/or post-disaster settings.
- 2.2 Sound knowledge of project management and disaster risk management issues.
- 2.3 Good knowledge of best practices in Response Management including preparedness and response planning and business continuity planning.
- 2.4 Knowledge of Results Based Management.
- 2.5 Proposal writing, report writing, data acquisition and analysis skills.
- 2.6 Proficiency in relevant computer applications.
- 2.7 Knowledge in the utilization of technology in disaster preparedness and response.
- 2.8 Excellent interpersonal and communication skills.
- 2.9 Excellent negotiation, diplomacy and advocacy skills.
- 2.10 Ability to communicate and relate effectively with persons at all levels.
- 2.11 Excellent problem solving and analytical skills.
- 2.12 A capacity for independent thought and action and ability to render professional advice.
- 2.13 Excellent planning and organizational skills.
- 2.14 Ability to manage multiple priorities.
- 2.15 Flexibility and adaptability.
- 2.16 Demonstrated Team Leadership.
- 2.17 Appreciation of workplace diversity.

**Information Notes:**

1. Candidates must clearly demonstrate in writing that they have met all 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](mailto:hr@cdema.org) quote selection process number: **CDEMA-CU/ADMIN/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.