



SENIOR PROGRAMME OFFICER, PREPAREDNESS & RESPONSE

CDEMA Coordinating Unit

Competition Reference No.	CDEMA-CU/ADMIN/12066/23
Application Deadline	August 25, 2023
Location	Bridgetown, Barbados
Organization	Caribbean Disaster Emergency Management Agency

The CDEMA Coordinating Unit (CU) is inviting applications for the position of **Senior Programme Officer, Preparedness & Response (SPO-PR)** who will provide technical assistance and guidance on the preparedness and response programme at the CDEMA CU and to the CDEMA Participating States (PS).

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. Masters' degree in Disaster Management, Physical, Social or Earth Sciences or equivalent academic qualifications; and
At least five (5) years' experience in developing and implementing disaster preparedness and response programmes at the national and/or regional level; **OR**
- 1.2. A Bachelor's degree in Disaster Management, Physical, Social or Earth Sciences or equivalent academic qualifications and seven (7) years' experience in developing and implementing disaster preparedness and response programmes at the national and/or regional level; **OR**
- 1.3. A minimum of ten (10) years' experience in emergency operations;

- 1.4. Demonstrated experience in disaster preparedness and response programmes at the regional level preferably in the Caribbean;
- 1.5. Demonstrated experience in disaster preparedness and response programmes at the country level;
- 1.6. Demonstrated experience in emergency response planning, exercise design and testing, meeting facilitation and recovery planning.

2.0 SKILLS, KNOWLEDGE AND ABILITIES

- 2.1 Good knowledge of emergency response functions;
- 2.2 Knowledge of recovery approaches and issues;
- 2.3 Comprehensive understanding of issues and challenges in disaster management within CDEMA Participating States;
- 2.4 Good knowledge of global disaster management trends and best practices;
- 2.5 Ability to articulate standards for disaster response;
- 2.6 Knowledge of project management;
- 2.7 Good Report writing, data acquisition, audit and analysis skills;
- 2.8 Proficiency in relevant computer applications;
- 2.9 Excellent interpersonal and communication skills;
- 2.10 Excellent negotiation, diplomacy and advocacy skills;
- 2.11 Ability to communicate effectively with persons at all levels;
- 2.12 Excellent planning and organizational skills;
- 2.13 Ability to manage multiple priorities;
- 2.14 Flexibility and adaptability;
- 2.15 Fluency in French, French Creole or Papiamentu would be an asset;
- 2.16 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 quote selection process number: CDEMA-CU/ADMIN/12066/23.
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.