



Vacancy Notice:
CDEMA Coordinating Unit
LOGISTICS ASSOCIATE

Competition Reference No.	CDEMA-CU/SRFP/02
Application Deadline	February 21, 2023
Locations	Port of Spain, Trinidad
Organization	Caribbean Disaster Emergency Management Agency, Coordinating Unit (CDEMA CU)
Contract Period	1 year with possibility of extension following review of performance

The CDEMA Coordinating Unit (CU) is inviting applications to fill the position of **Logistics Associate** in Trinidad and Tobago. The Logistics Associate will work with, and provide support to, the National Disaster Officer in the Sub-Regional Focal Point (SRFP) of Trinidad and Tobago as well as Participating States within the SRFP. The Logistics Associate will support the National Disaster Office in the management of its logistics, planning and relief management programme. This is an entry level position with preference for recent University graduates. Female candidates are especially encouraged to apply.

Open To:

Applications are open to Nationals and Permanent Residents of Trinidad & Tobago

Compensation:

The remuneration package is TT\$13,575.00 per month.

Merit Criteria:

- 1.1 Bachelors’ degree in Computer Science, Economics, Math, Supply Chain Management, Logistics, Management, Software or other related field that contributes heavily to the output of this role.
- 1.2 Certification in Logistics (such as APICS, SOLE, CIPS) would be an asset
- 1.3 Possess strong analytical, data processing skills.
- 1.4 Skills in databases and computer software would be an asset.
- 1.5 A strong attention to detail and accuracy.



- 1.6 Good verbal and written communication skills
- 1.7 A keen willingness to learn and develop a new skill set
- 1.8 Willingness to deploy in hardship emergency responses
- 1.9 Flexibility
- 1.10 Good interpersonal skills
- 1.11 Good negotiation, diplomacy, and advocacy skills
- 1.12 The ability to work as part of a team
- 1.13 Willingness to take initiative

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. Please visit www.cdema.org for further details on the Terms of Reference.
3. Send applications, including Resume, three (3) testimonials and copies of certificates via email to hr@cdema.org quote selection process number: **CDEMA-CU/SRFP/02**
4. 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.