Vacancy Notice:
CDEMA Coordinating Unit
MAINTENANCE ASSISTANT/DRIVER

<table>
<thead>
<tr>
<th>Competition Reference No.</th>
<th>CDEMA-CU/ADMIN/26</th>
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<td>Application Deadline</td>
<td>June 21, 2024</td>
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<tr>
<td>Location</td>
<td>Bridgetown, Barbados</td>
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<tr>
<td>Organization</td>
<td>Caribbean Disaster Emergency Management Agency, Coordinating Unit (CDEMA CU)</td>
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The CDEMA Coordinating Unit (CU) is inviting applications for the position of **Maintenance Assistant/Driver** who will be responsible for providing transportation services, basic office maintenance services as well as assist with general office tasks and ensure that the Agency’s vehicles are properly maintained.

**Open To:**
Applications for this post are open to employees of the CDEMA CU and all citizens and permanent residents of Barbados.

**Compensation:**
The compensation will be based on the individual’s qualifications and experience.

**Merit Criteria:**

1.0  **QUALIFICATIONS AND EXPERIENCE**

1.1 At least completion of primary school education.
1.2 At least 3 years’ experience in a similar position;
1.3 Possession of valid driver’s license
1.4 Basic maintenance experience would be an asset
1.5 Must possess a safe driving record.

2.0  **KNOWLEDGE, SKILLS AND ABILITIES**

2.1 Knowledge of current local traffic laws.
2.2 Good communication skills
2.3 Basic computer literacy
2.4 Demonstrated team player
2.5 Good organizational Skills
2.6 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/26.

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.