



**VACANCY NOTICE:  
CDEMA Coordinating Unit  
INTERNSHIP OPPORTUNITY**

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| <b>Competition Reference No.</b> | CDEMA-CU/YPP/03  |
| <b>Application Deadline</b>      | <b>July 3, 2026</b>                                    |
| <b>Location of Internship</b>    | Bridgetown, Barbados                                   |
| <b>Organization</b>              | Caribbean Disaster Emergency Management Agency (CDEMA) |
| <b>Contract Period</b>           | 12-18 months   |

The Caribbean Disaster Emergency Management Agency (CDEMA) seeks to recruit suitably qualified interns for our Young Professionals Programme (YPP).

CDEMA embraces youth as agents of change in building resilience to the multiple hazards which impact our Participating States. To realize the Comprehensive Disaster Management (CDM) goal of the CDEMA Coordinating Unit, we are committed to our vision of creating opportunities and facilitating the connections necessary for increased youth involvement and leadership in Comprehensive Disaster Management (CDM) towards the achievement of the goal “Safer more Resilient States through Comprehensive Disaster Management”.

The YPP aims to offer opportunities to new graduates from post-secondary institutions. It also seeks to capture and develop relevant skills and competencies to position youth to take up quality employment opportunities in Comprehensive Disaster Management in the Caribbean. The Programme also seeks to promote innovation and entrepreneurship in the disaster risk management discipline.

**Programme Benefits:**

The CDEMA YPP is intended to provide CDM experience and to develop relevant skills and competencies in young professionals who will be able to provide support to CDEMA Participating States upon completion. Through a learning-by-doing approach, the young professionals will be able to operate as officers at the national and regional level to undertake the following:

- Applied disaster risk knowledge
- Preparedness and response planning and implementation
- Community resilience planning and implementation
- Recovery planning and implementation
- Mainstreaming of CDM and climate change into sector planning
- Project Administration



### **Compensation:**

The successful candidates will receive a monthly stipend. They will be required to relocate to Barbados where the CDEMA Headquarters is located, for the duration of the internship. A return ticket and settlement grant will be provided to successful overseas candidates.

### **Open To:**

Applications are open to nationals and citizens of CDEMA Participating States between the ages of twenty-one (21) and thirty (30) years.

### **Availability:**

The internship duration is for a period of twelve to eighteen months. Candidates should indicate their availability for the full period of the engagement.

## **Academic Merit Criteria**

### **6.0 Qualifications and Experience**

- 6.1 First degree in Earth Science, Social Science, Disaster Management or related discipline.
- 6.2 Two (2) years subject matter experience gained through service within a disaster management or civil defense organization or affiliated organizations would be an asset.

### **7.0 Skills and Competencies**

- 7.1 Proficiency in Microsoft Office Suite;
- 7.2 Working knowledge of project management principles;
- 7.3 Excellent written and oral use of the English language;
- 7.4 Ability to conduct research and understand technical documentation;
- 7.5 Ability to communicate and relate effectively with persons at all levels;
- 7.6 Work effectively with a wide range of stakeholders in a diverse community;
- 7.7 Plan, develop, and coordinate multiple assignments;
- 7.8 Flexibility and adaptability;
- 7.9 Problem-solving data acquisition and analysis skills;
- 7.10 Appreciation of workplace diversity;
- 7.11 A strong attention to detail and accuracy;
- 7.12 A keen willingness to learn and develop new skill sets;



- 7.13 Good interpersonal skills;
- 7.14 Demonstrated team player;
- 7.15 Possess critical thinking skills;
- 7.16 Willingness to take initiative;

**Information Notes:**

1. Interested candidates are encouraged to visit CDEMA's official website at [www.cdema.org](http://www.cdema.org) for more information.
2. Applications should include Statement of Interest of no more than two (2) pages in length (which highlights qualifications, subject knowledge, experience, and career goals), two (2) reference letters and copies of certificates/transcript, should be sent via email to [hr@cdema.org](mailto:hr@cdema.org). Please quote the selection process number in the subject of the email: **CDEMA-CU/YPP/03**
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.