



## **CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY**

### **JOB DESCRIPTION**

<b>Position Title:</b>	Project Administrative Assistant (Japan MHEWS Project)
<b>Project Title:</b>	Advancement of the Regional Multi-Hazard Early Warning System (MHEWS) Programme for Enhanced Disaster Management in CDEMA Participating States (PS)
<b>Office/Department:</b>	Technical Programme Management Division (TPMD) /Preparedness and Response Department (PRD)
<b>Reports To:</b>	Programme Manager, Preparedness and Response (PMPR)
<b>Date Revised:</b>	June 2025

#### **1.0 FUNCTIONAL RELATIONSHIPS**

Reports primarily to the Programme Manager, Preparedness and Response, and works in close coordination with the Project Coordinator for the Japan MHEWS Project. Collaborates closely with staff across the Preparedness and Response Department.

#### **2.0 SUMMARY**

The Project Administrative Assistant will provide comprehensive administrative and secretarial support to the Preparedness and Response Department, contributing to the smooth execution of departmental functions. Priority will be placed on supporting the Japan MHEWS Project, ensuring that administrative processes related to planning, coordination, documentation, and logistics are efficiently managed to facilitate the timely implementation of project activities. The role requires strong organizational skills, attention to detail, and the ability to work collaboratively within a dynamic team environment.

#### **3.0 DUTIES AND RESPONSIBILITIES**

Specifically, the Project Administrative Assistant will:

- 3.1** Provide administrative and secretarial support to the PRD and Japan MHEWS Project Team to include:

- 3.1.1. Scheduling and coordinating administrative arrangements for appointments, interviews, meetings, conferences, and workshops which may be online or in person.
- 3.1.2. Responsible for the accurate recording and preparation of minutes of appointments, interviews, meetings, conferences, and workshops and circulate as required.
- 3.1.3. Ensure that staff and stakeholders receive communication directed to them in a timely manner.
- 3.1.4. Communicate with partners, stakeholders, staff of the Embassy of Japan, staff of the CARICOM Secretariat, staff of CDEMA, and strategic partners on behalf of the PRD and the Japan MHEWS Project.
- 3.1.5. Manage PRD's and the Japan MHEWS Project's calendars and contact lists.
- 3.1.6. Coordinate travel arrangements for and on behalf of the PRD staff, the Japan MHEWS Project Team, and other persons as required.
- 3.1.7. Handle routine administrative enquiries.

**3.2** Provide administrative support to the Japan MHEWS Project Team with the management of project finances to include:

- 3.2.1. Assisting with maintaining financial records.
- 3.2.2. Support the procurement of the goods and services required under the project.
- 3.2.3. Liaise with the Project Accountant to ensure that arrangements for payments are timely and in keeping with agreed guidelines.

**3.3** Assist with drafting monthly and quarterly reports as required.

**3.4** Maintain an efficient system of files on CDEMA's SharePoint for PRD's activities and the Japan MHEWS Project reports.

**3.5** Provide support in research, compilation, assimilation, investigation, and analysis of specific issues affecting the operations of the project.

**3.6** Undertake such travel as may be required from time-to-time in connection with duties assigned.

**3.7** Liaise with the Human Resource and Administration Department and the Japan MHEWS Project Coordinator to ensure that deadlines relating to all project contracts and deliverables are being adhered to;

**3.8** Provide monthly activity reports.

**3.9** Participate in the emergency preparedness and response activities of the Agency may be required.

**3.10** Perform such other duties from time-to-time which the Programme Manager, Preparedness and Response recognizes as beneficial for the Department and Project.

#### **4.0 CONDITIONS**

4.1 General administrative office accommodation is provided.

4.2 Institutional support provided through documented rules and regulations, general policy guidelines and through access to available relevant information, resources and facilities.

4.3 Position may require periods of travel to CDEMA Participating States as well as other destinations.

4.4 Subject to general service conditions applicable to established staff members of the Agency.

4.5 Required to observe the Agency's Staff Rules & Regulations.

4.6 Required to exercise a high level of confidentiality and discretion in handling sensitive information related to CDEMA and inter-agency coordination.

#### **5.0 EVALUATION CRITERIA**

The performance plan will include performance objectives and job standards including:

5.1 Demonstrated administrative and organizational skills.

5.2 Capacity for monitoring and task tracking.

5.3 Timely completion of assignments and reports and ability to meet deadlines.

5.4 Technical accuracy and general quality of assignments.

5.5 Knowledge and understanding of and the effective application of the Agency's policies and objectives.

5.6 Teamwork and collaboration

5.7 Initiative and reliability

5.8 Communication effectiveness.

5.9 Timely completion and submission of Monthly Activity Reports and assigned Progress Reports.

#### **6.0 QUALIFICATIONS AND EXPERIENCE**

- 6.1. Certified Professional Secretary (CPS), Certified Administrative Professional (CAP), or equivalent qualification.
- 6.2. Associate Degree in Administrative Management, Business Administration or equivalent qualification would be an asset.
- 6.3. Minimum of three (3) years' administrative experience.
- 6.4. Prior experience with CDEMA would be an asset.

## **7.0 SKILLS, KNOWLEDGE AND ABILITIES**

- 7.1. Office management principles and procedures.
- 7.2. Demonstrated ability to work effectively as a team player.
- 7.3. Ability to manage multiple priorities in a fast-paced deadline-oriented environment.
- 7.4. Strong planning, coordination, and organizational skills with the ability to manage multiple assignments simultaneously.
- 7.5. Excellent interpersonal, oral and written communications skills.
- 7.6. Competence in report writing, data collection, and basic analysis.
- 7.7. Proficiency in Microsoft Office 365 tools (Word, Excel, PowerPoint, Outlook) and other relevant digital tools, including virtual collaboration platforms.
- 7.8. Flexibility and adaptability in dynamic working environments.
- 7.9. Strong diplomacy and stakeholder engagement skills.