

Vacancy Notice:

CDEMA Coordinating Unit PROGRAMME ASSISTANT (NORWAY PROJECT)

Competition Reference No.	CDEMA-CU/NOR/01
Application Deadline	January 31, 2026
Division/Department	Technical Programme Management Division (TPMD)

The CDEMA Coordinating Unit (CU) is inviting applications for the position of **Programme Assistant (Norway Project)** who will be responsible for providing administrative support to the Project Coordinator and other Result Leaders in the implementation of the project including the smooth, timely and reliable flow of information between the project, the Technical Programme Management Division, and the broader CDEMA Coordinating Unit (CU) functional units and stakeholders.

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 Certified Professional Secretary (CPS), Certified Administrative Professional (CAP), or equivalent qualification
- 1.2 At least five (5) years secretarial and administrative work experience
- 1.3 Experience providing administrative or project support within donor-funded, multi-stakeholder, or regional programmes is an asset.
- 1.4 Demonstrated experience using digital collaboration platforms, particularly Microsoft Teams and SharePoint, to support project coordination, documentation, and reporting.
- 1.5 Experience supporting basic web content management and/or social media coordination is desirable.

2.0 KNOWLEDGE, SKILLS AND ABILITIES

- 2.1 Proficiency in relevant computer applications including MS Office Suite as well as advanced proficiency in Microsoft Teams and other digital collaboration tools to support project coordination and documentation.
- 2.2 Office management principles and procedures.
- 2.3 Working knowledge of basic project management principles and tools would be an asset.
- 2.4 Records management and maintenance.
- 2.5 Creation of PowerPoint presentations.
- 2.6 Working knowledge of web content updates and basic social media coordination.
- 2.7 Strong organisational, communication, and information management skills, with the ability to manage multiple tasks and meet deadlines.
- 2.8 Effective interpersonal, oral and written communication.
- 2.9 Program and administrative management.
- 2.10 Report-writing
- 2.11 Ability to work effectively with a wide range of stakeholders in a diverse community.
- 2.12 Plan, develop, coordinate multiple assignments and implement short- and long-range goals.
- 2.13 Investigate and analyze information and to draw conclusions.
- 2.14 Make administrative and procedural decisions and judgments on sensitive, confidential issues.
- 2.15 Foster a cooperative work environment.

Information Notes:

1. Interested candidates must clearly demonstrate in writing that they have met all the criteria outlined above. Not doing so may result in your application not receiving further consideration.
2. Please send your applications, including your resume and cover letter, three (3) reference letters and copies of your qualifications/certificates via email to hr@cdema.org quote selection process number: CDEMA-CU/NOR/01.
3. CDEMA takes this opportunity to thank all candidates who apply, as only those selected for an interview will be contacted.