



Job Opportunity:
MAINTENANCE ASSISTANT/DRIVER

CDEMA Coordinating Unit

Competition Reference No.	CDEMA-CU/ADMIN/01
Application Deadline Date	February 23, 2018
Location	Bridgetown, Barbados
Organization	Caribbean Disaster Emergency Management Agency

The Caribbean Disaster Emergency Management Agency (CDEMA) Coordinating Unit (CU) is inviting applications for a **Maintenance Assistant/Driver** who will be required to assist with general office tasks, provide messenger services and ensure that the Agency's vehicles and other equipment are properly maintained.

Open To:

Applications for this post are open to 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 school leaving certificate;
- 1.2 At least 3 years' experience in a similar position;
- 1.3 Basic maintenance experience would be an asset

2.0 SKILLS, KNOWLEDGE AND ABILITIES

- 2.1 Must possess a valid drivers licence and a safe driving record;
- 2.2 Must possess up to date knowledge of local traffic laws;
- 2.3 Basic computer literacy.
- 2.4 Good communication skills



2.5 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, copies of certificates and a valid Police Certificate of Character via email to hr@cdema.org quote selection process number: **CDEMA-CU/ADMIN/01** or via post to:

The Human Resources and Administration Manager
Caribbean Disaster Emergency Management Agency (CDEMA)
Resilience Way
Lower Estate
St. Michael

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.