



**Job Opportunity:**  
**SENIOR PROGRAMME OFFICER**

**CDEMA Coordinating Unit**

<b>Competition Reference No.</b>	CDEMA-CU/Intra-ACP/06
<b>Application Deadline Date</b>	<b>April 21, 2017</b>
<b>Location</b>	Bridgetown, Barbados
<b>Organization</b>	Caribbean Disaster Emergency Management Agency
<b>Contract Period</b>	18 months

The CDEMA Coordinating Unit (CU) is inviting applications for a **Senior Programme Officer (SPO)** who will be responsible for supporting the Monitoring and Evaluation of CDEMA Coordinating Unit (CU) implemented projects and related capacity building in CDEMA Participating States. The SPO will also be responsible for supporting biennial reporting on the CDM Strategy including harnessing of information on the CDEMA signature events as well as support the coordination of the Intra ACP Natural Disaster Risk Management in the CARIFORUM Programme.

**Open To:**

Applications for this post are open to employees of the CDEMA CU and all citizens and permanent residents of CARICOM countries.

**Compensation:**

The compensation will be based on the individual's qualifications and experience.

**Merit Criteria:**

**1.0 QUALIFICATIONS AND EXPERIENCE**

- 1.1 Post-graduate degree in Economics, Social Sciences, Business Administration, or related field and
- 1.2 A minimum of three years related experience  
or
- 1.3 A Bachelor's degree in Economics, Social Sciences, Business Administration, or related field and at least five (5) years related experience.

- 1.4 Certification in project management
- 1.5 Good understanding of and experience in, quantitative and qualitative monitoring and evaluation methods and analysis including for example, use of baselines, log frames, results frameworks and theory-based approaches.
- 1.6 Experience in conducting evaluations at project, programmatic and organisational levels and producing relevant reports.

## **2.0 SKILLS, KNOWLEDGE AND ABILITIES**

- 2.1 A good working knowledge of disaster and project management issues
- 2.2 Proficiency in relevant software applications including Microsoft Office and Statistical analysis applications (e.g., SPSS, Stata etc)
- 2.3 Proposal writing, report writing, data acquisition and analysis skills
- 2.4 Excellent communication skills (spoken, written, and presentation)
- 2.5 Excellent interpersonal skills
- 2.6 Excellent negotiation, diplomacy and advocacy skills
- 2.7 Strong facilitation/training skills
- 2.8 Flexibility and adaptability
- 2.9 Excellent written and oral use of the English language
- 2.10 Knowledge of Spanish, Dutch or French would be an asset
- 2.11 Knowledge of the Comprehensive Disaster Management Strategy would be a distinct asset
- 2.12 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](mailto:hr@cdema.org) Quote selection process number: **CDEMA-CU/Intra-ACP/07**
- 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.



## **CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY**

### **JOB DESCRIPTION**

**Position Title:** Senior Programme Officer 2

**Office/Department:** Office of the Executive Director (OED)/Planning & Business Development Department

**Reports To:** Planning and Business Development Manager (PBDM)

**Direct Reports:** N/A

#### **1.0 FUNCTIONAL RELATIONSHIPS**

Reports to the Planning and Business Development Manager (PBDM). Works in close collaboration with the other members of the Planning and Business Development Department and other staff of the CDEMA Coordinating Unit.

#### **2.0 SUMMARY**

The Senior Programme Officer 2 will be responsible for supporting the Monitoring and Evaluation of CDEMA Coordinating Unit (CU) implemented projects and related capacity building in CDEMA Participating States (PS). The SPO 2 will also be responsible for supporting biennial reporting on the Comprehensive Disaster Management (CDM) Strategy including harnessing of information on the CDEMA signature events as well as support the coordination of the Intra-ACP Natural Disaster Risk Management in the CARIFORUM Programme.

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

Specifically, the SPO 2 will:

- 3.1** Provide support to the implementation of the Monitoring, Evaluation and Reporting (MER) policy for the CDEMA System

- 3.2 Provide training to PS in preparation of grant applications for the Country Directed Fund (CDF)
- 3.3 Track and report on the CDF application process
- 3.4 Ensure that CDF reports from PS are provided in a timely manner and meet the requisite standards set out in the grant agreement
- 3.5 Support the Biennial Reports for the CDM Strategy
- 3.6 Support the Elaboration of Quarterly and Annual Reports for the CU Corporate Plan
- 3.7 Support the updating of the baseline study for the final indicators of the CDM Strategy 2014-2024 and the CU Strategic Plan 2017-2020.
- 3.8 Support the elaboration of an action plan for the CDM Strategy.
- 3.9 Provide support to the periodic monitoring of CDEMA's ongoing programmes and projects
- 3.10 Support MER training within the CDEMA System
- 3.11 Support the coordination and reporting of all programmes including the Intra-ACP or other donor programmes
- 3.12 Provide support for the development of research papers and relevant documents
- 3.13 Assist in the preparation of presentations for various audiences
- 3.14 Prepare and submit monthly reports to the PBDM in keeping with a predefined work plan.
- 3.15 Participate in disaster response activities of the agency, as may be required
- 3.16 Performs such other job-related duties as may be assigned from time to time by the Planning and Business Development Manager or other duly authorized staff member in her absence.

#### **4.0 CONDITIONS**

- 4.1 General administrative office accommodation 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 member 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 maintain current knowledge of the responsibilities of other agencies and organizations with regional disaster management agencies.

## **5.0 EVALUATION CRITERIA**

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

- 5.1 Demonstrated administrative and human management skills
- 5.2 Demonstrated capacity in monitoring and evaluation
- 5.3 Timely completion of assignments and reports and ability to meet deadlines
- 5.4 Technical accuracy and general quality of assignment
- 5.5 Knowledge and understanding of and the effective application of the Agency's policies and objectives
- 5.6 Teamwork
- 5.7 Reliability and initiative
- 5.8 Communication Effectiveness
- 5.9 Timely completion and submission of Monthly Activity Reports and assigned Progress Reports