



Job Opportunity:
Programme Manager, Response & Recovery
CDEMA Coordinating Unit

Competition Reference No.	CDEMA-CU/ADMIN/7
Application Deadline Date	February 28, 2013
Location	Bridgetown, Barbados
Organization	Caribbean Disaster Emergency Management Agency

The CDEMA Coordinating Unit (CU) is inviting applications for the post of **Programme Manager, Response & Recovery (PMRR)**. The PMRR will be required to provide technical and strategic leadership in response and recovery program design, implementation and monitoring at the CDEMA Coordinating Unit (CU). This is underpinned by the recognition that effective response and recovery are founded on solid preparedness. The PMRR will also be responsible for the development and implementation of contingency planning initiatives in support of the Regional Response Mechanism (RRM).

Open To:

Employees of the CDEMA CU as well as all citizens and permanent residents of CARICOM countries

Salary and Benefits:

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

Merit Criteria:

1. QUALIFICATIONS AND EXPERIENCE

- 1.1.** A Masters Degree in Earth Sciences or Environment Planning, Disaster Management, Physical Sciences or related discipline
- 1.2.** A minimum of five (5) years experience in the management of disaster response and recovery programmes, with at least three (3) years at a senior management level
- 1.3.** Demonstrated experience in disaster recovery programmes at the country level would be an asset
- 1.4.** Experience in contingency plan writing
- 1.5.** Fluency in Spanish, French or Creole desirable

2. KNOWLEDGE, SKILLS AND ABILITIES

- 2.1. Knowledge of Results Based Management.
- 2.2. Knowledge of disaster and/or post-disaster settings;
- 2.3. Sound knowledge of project management and disaster risk management issues
- 2.4. Good knowledge of best practices in Response Management including recovery planning and business continuity planning
- 2.5. Proposal writing, report writing, data acquisition and analysis skills
- 2.6. Proficiency in relevant computer applications
- 2.7. Excellent interpersonal and communication skills
- 2.8. Excellent negotiation, diplomacy and advocacy skills
- 2.9. Ability to communicate effectively with persons at all levels
- 2.10. Demonstrated Team Leadership
- 2.11. Appreciation of workplace diversity

Information Notes:

1. Candidates must clearly demonstrate in writing that they have met all of 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. Quote selection process number: **CDEMA-CU/ADMIN/7**
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:	Programme Manager, Response & Recovery (PMRR)
Division/Unit:	Disaster Management Division (DMD)/Response & Recovery Unit
Reports To:	Deputy Executive Director (DED)
Direct Reports:	Programme Officer, Response & Recovery Project Staff

3. FUNCTIONAL RELATIONSHIPS

Works under the direction of the Deputy Executive Director (DED). Collaborates with the staff of the Resource Management and Administration Division (RMAD) and the Alliance and Cooperation Services (ACS) Unit and other staff of the Coordinating Unit (CU).

4. SUMMARY

The Programme Manager, Response and Recovery (PMRR) will be required to provide technical and strategic leadership in response and recovery program design, implementation and monitoring at the CDEMA Coordinating Unit (CU). This is underpinned by the recognition that effective response and recovery are founded on solid preparedness. The PMRR will also be responsible for the development and implementation of contingency planning initiatives in support of the Regional Response Mechanism (RRM).

5. DUTIES AND RESPONSIBILITIES

- 5.1. Establish mechanisms for the undertaking of regular audits of national and regional readiness, the analysis of the results and the reporting to and through the ED to PS and organs of the agency
- 5.2. Utilize the results of the audit analysis to prepare programming priorities and strategic response and recovery planning.
- 5.3. Oversee the enhancement, coordination and review of the regional search and rescue programme
- 5.4. Ensure the operational Readiness of the CU
- 5.5. Ensure the continued enhancement and dissemination of an up to date regional response coordination plan.
- 5.6. In consultation with the ED, coordinate the response activities of the CU Regional Coordinating Centre (RCC) during activation
- 5.7. Develop maintain and exercise regional coordination plans and Standard Operating Procedures (SOPs) for the CDEMA CU in collaboration with stakeholders

- 5.8. Establish and maintain programmes for the Management, training and deployment of the CARICOM Disaster Relief Unit (CDRU) in collaboration with appropriate regional partners
- 5.9. Establish, maintain and regularly review mechanisms for accessing and coordinating the deployment of response personnel from CDEMA CU, Participating States and partners to an affected State through the Regional Response Mechanism
- 5.10. Enhance and/or promote strategic and operational partnerships in support of the CDEMA RR Programme and operations management.
- 5.11. Oversee the agency's Early Warning Systems initiatives and collaborate with lead technical agencies to ensure the establishment and maintenance of Early Warning Systems (EWS) for critical hazards affecting the CDEMA Participating States
- 5.12. Enhance and maintain a programme to strengthen capacity in recovery planning at all levels of the CDEMA system.
- 5.13. Collaborate with the Alliance and Cooperation Services (ACS) Unit in the development and promotion of capacity building services in Business Continuity for public and private sector actors.
- 5.14. Review the socio-economic and political environment and the disaster risk and institutional context of Participating States with a view to providing advisory services, including the concept framework for project proposals in the areas of response and recovery.
- 5.15. Supervise staff as assigned to include the timely establishment of performance plans and the conduct of performance assessments.
- 5.16. Prepare and submit monthly and other reports as requested.
- 5.17. Lead the disaster response activities of the Agency, as may be required
- 5.18. Perform any other duties as may be directed from time to time by the Deputy Executive Director or any duly authorized officer of the Agency.

6. CONDITIONS

- 6.1. General administrative office accommodation provided
- 6.2. Position may require periods of travel to CDEMA Participating States as well as other destinations.
- 6.3. Institutional support provided through documented rules and regulations general policy guidelines and through access to available relevant information, resources and facilities
- 6.4. Subject to general service conditions applicable to established staff members of the Agency
- 6.5. Access to all available relevant information and resources for effective discharge of duties
- 6.6. Required to maintain current knowledge of the responsibilities of other agencies and organization with disaster management responsibilities

7. EVALUATION CRITERIA

- 7.1. Level of improvement in the Agency's readiness to respond to diversity of hazards
- 7.2. Level of effectiveness of coordination of the response capabilities of the CU Regional Coordinating Centre (RCC) during activation of any regional emergency
- 7.3. Effectiveness of response personnel deployment strategy
- 7.4. Level and effectiveness of early recovery plans for the region
- 7.5. Level and effectiveness of leadership provided.
- 7.6. Timely completion of assignments and reports and the ability to meet deadlines
- 7.7. Technical accuracy and general quality of advice and reports
- 7.8. Knowledge and understanding of and the effective application of the Agency's policies and objectives
- 7.9. Communication effectiveness