



**Vacancy Notice:
CDEMA Coordinating Unit**

HUMAN RESOURCES AND ADMINISTRATION MANAGER

Competition Reference No.	CDEMA-CU/ADMIN/25
Application Deadline	April 30, 2024
Location	Bridgetown, Barbados
Organization	Caribbean Disaster Emergency Management Agency, Coordinating Unit (CDEMA CU)

The CDEMA Coordinating Unit (CU) is inviting applications for the position of **Human Resources and Administration Manager (HRAM)**. The HRAM is responsible for developing and implementing the Agency's human resource strategy in keeping with agreed objectives.

This will be accomplished through the effective coordination and integration of all human resources and organisational functions aimed at achieving the Agency's strategic goals and objectives. The Human Resources & Administration Manager will also have oversight of all administrative services including management of the Agency's facility, equipment, fixed assets, procurement activities and the Records and Information Management 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 A Masters' degree in either Human Resources Management, Business Management or Social Administration or Psychology
- 1.2 At least seven (7) years human resource management experience with a minimum of three (3) years at a senior management level
- 1.3 Experience in working effectively in conflict situations.
- 1.4 Experience in and knowledge of principles and practices of human resources management.

- 1.5 Training in Records Management would be an asset.
- 1.6 Experience in facilities management would be an asset.
- 1.7 Certification in procurement would be an asset.

2.0 KNOWLEDGE, SKILLS AND ABILITIES

- 2.1 Knowledge of regional human resources practices and procedures,
- 2.2 Extensive knowledge of current management trends and best practices, including change management and theories of learning and motivation
- 2.3 Relationship and consensus building abilities.
- 2.4 Knowledge of the principles and techniques of employee development and training
- 2.5 Knowledge of Human Resource Information System (HRIS) software will be a distinct asset.
- 2.6 Knowledge of business continuity and contingency planning
- 2.7 Excellent analytical and problem-solving skills
- 2.8 Demonstrated leadership skills.
- 2.9 Excellent interpersonal and communication skills (oral and written)
- 2.10 Ability to communicate effectively with persons at all levels.
- 2.11 Excellent planning and organisational skills
- 2.12 A capacity for independent thought and action and the ability to tender professional advice.
- 2.13 Ability to manage multiple priorities
- 2.14 Proficiency in relevant computer applications
- 2.15 Flexibility & Adaptability
- 2.16 Excellent negotiation, diplomacy and advocacy skills.
- 2.17 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 hram@cdema.org quote selection process number: **CDEMA-CU/ADMIN/25**.
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.