



**Vacancy Notice:**  
**CDEMA Coordinating Unit**  
**LOGISTICS SPECIALIST 2**

<b>Competition Reference No.</b>	CDEMA-CU/WFP/04
<b>Application Deadline</b>	<b>September 10, 2021</b>
<b>Location</b>	Bridgetown, Barbados
<b>Organization</b>	Caribbean Disaster Emergency Management Agency, Coordinating Unit (CDEMA CU)
<b>Contract Period</b>	2 years

The CDEMA Coordinating Unit (CU) is inviting applications for the position of **Logistics Specialist 2** who will be responsible for providing technical support to the Agency's Preparedness & Response programme in the area of logistics and will be responsible for leading the development, rollout and maintenance of a Smart relief management system.

**Open To:**

Applications for this post are open to employees of the CDEMA CU and citizens and permanent residents of CDEMA member 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 Logistics, Disaster Management, Supply Chain Management or related discipline with a minimum of five (5) years' experience in disaster management or working in a related institution in the areas associated with the position with a logistics focus; OR
- 1.2 A Bachelor's degree in Logistics, Disaster Management, Supply Chain Management or related discipline with a minimum of seven (7) years' experience in disaster management or working in a related institution in the areas associated with the position with a logistics focus; OR
- 1.3 Ten years (10) years' experience in logistics
- 1.4 Qualifications in Computer Science, Information Technology or related discipline would be an asset.

- 1.5 Professional Certification in Logistics (such as APICS and SOLE) would be an asset
- 1.6 Demonstrated supply chain operational experience with a humanitarian focus at the national and/or regional level
- 1.1. Experience in the following would be preferred:
  - a) set up, support, and maintenance of local area networks (LANs), wide area networks (WANs), and other networking systems
  - b) installing and maintaining routers, switches, firewalls, installing drivers and software and network-related software programs
  - c) deploying software in Windows, Android and IOS platforms.
- 1.7 Experience in developing and implementing disaster preparedness and response programmes at the national and/or regional level
- 1.8 Experience or training in humanitarian emergency logistics operations during rapid onset disasters would be an asset
- 1.9 Experience in the development of project proposals and project planning and execution would be an asset

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

- 2.1. Knowledge of Operational Logistics including customs and importation requirements, Warehouse management and final mile delivery.
- 2.2. Knowledge of at least one of the following languages would be an asset: PHP, C#, JavaScript, VBA (Visual Basic for Applications).
- 2.3. Knowledge of the core humanitarian standards and the humanitarian response system
- 2.4. Comprehensive understanding of issues and challenges in disaster management within CDEMA Participating States
- 2.5. Excellent communication skills (oral, written, public speaking and presentational)
- 2.6. Excellent interpersonal skills
- 2.7. Excellent negotiation, diplomacy and advocacy skills
- 2.8. Ability to communicate effectively with persons at all levels.
- 2.9. Excellent planning and organizational skills
- 2.10. Critical thinking and problem-solving skills
- 2.11. Ability to manage multiple priorities.
- 2.12. Proficiency in relevant ICT applications
- 2.13. Proposal writing, report writing, data acquisition and analysis skills.
- 2.14. Flexibility and adaptability
- 2.15. Demonstrated team leadership.



- 2.16. Knowledge of Spanish, French, French creole, Papiamentu or Dutch would be an asset.
- 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 [hr@cdema.org](mailto:hr@cdema.org) quote selection process number: **CDEMA-CU/WFP/04**.
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.