



CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY

JOB DESCRIPTION

Position Title:	Deputy Executive Director (DED)
Division:	Technical Programme Management Division (TPMD)
Reports To:	Executive Director (ED)
Direct Reports:	Programme Manager, Preparedness & Response Communications and Public Relations Specialist Education and Training Specialist Disaster Risk Management Specialist Administrative Assistant Project staff as required
Date Revised:	October 2021

1.0 FUNCTIONAL RELATIONSHIPS

Works under the direction of the Executive Director and collaborates closely with the member of the Management Team and other staff.

2.0 SUMMARY

The Deputy Executive Director as part of the Executive Management Team, will lead the Technical Programme Management Division (TPMD). The DED will be responsible for the strategic and technical leadership of the Agency's Disaster Risk Management (DRM) programme (Response, Recovery, Preparedness, Disaster Risk Reduction, Education, Research & Training) of CDEMA and will be required to undertake and oversee the implementation of programmes and monitor and report on the performance of the Division on a timely basis. The DED will assume the lead role for the activities designed to advance disaster loss reduction in the CDEMA Participating States; lead programmes to advance the institutionalization of the Comprehensive Disaster Management (CDM) Blueprint such as the development of model policies and programmes that will seek to integrate CDM into national level policy, strategies, and legislation. The DED is expected to have knowledge and understanding of DRM issues, strategies and trends at the national, regional and international levels.

3.0 DUTIES AND RESPONSIBILITIES

The DED is required to:

- 3.1 Provide strategic leadership to the planning and coordination of disaster support

operations to assist CDEMA Participating States.

- 3.2 Provide vision, leadership and technical guidance to the Technical Programme Management Division (TPMD).
- 3.3 Develop the work programme of the TPMD within the framework of the CU Corporate plan.
- 3.4 Lead efforts to advance disaster loss reduction in the CDEMA Participating States including the development of model tools, policies and programmes that seek to integrate CDM into national level policy, strategies, and legislation.
- 3.5 Lead the development, day to day monitoring and monthly reporting of systems for effecting delivery of technical assistance to Participating States.
- 3.6 Oversee the coordination, design and implementation of Comprehensive Disaster Management (CDM) education and training programmes in support of capacity building within Participating States (PS) and the Coordinating Unit (CU).
- 3.7 Oversee the promotion of standards and competencies for Disaster Risk Reduction (DRR) training in the CDEMA system.
- 3.8 Initiate and lead in the establishment of a system for problem identification and solution shaping through preparation of discussion papers, concept briefs and initiatives to address challenges within the technical programmes of the Agency.
- 3.9 Oversee the planning and preparations for the Technical Advisory Committee (TAC) and its sub-committees.
- 3.10 Collaborate with the Planning and Business Development Manager on programming consultations with CDEMA strategic partners and ensure documentation of the outcome of such consultations and the sharing with internal and external shareholders.
- 3.11 Collaborate with the Office of the Executive Director on the establishment and review, on an agreed schedule, of standards and protocols for project reporting, mission briefs and reports and inter-project coordination.
- 3.12 Contribute to the design and elaboration of the Agency's Corporate Plan.
- 3.13 Collaborate with the Executive Director on the Monitoring of the implementation of the Agencies Policies.
- 3.14 Collaborate with the Human Resources and Administration Manager and Chief Accountant on human resource and finance issues impacting the TPMD.
- 3.15 Collaborate with the Office of the Executive Director on the establishment of a CU suite of reports for its key constituencies.
- 3.16 Collaborate with the Planning and Business Development Manager in identifying and developing revenue generating opportunities for the Agency.
- 3.17 Assist in the formulation of strategies to support the resource mobilization efforts of the Agency, informed by the results of programme reviews, outputs of the CDM capacity building interventions in Participating States and the key results of the strategic plan.

- 3.18 Provide support to the OED in the establishment and maintenance of Key Stakeholder partnerships.
- 3.19 Act as technical advisor to the Executive Director on Disaster Risk Management issues.
- 3.20 Collaborate with the Office of the Executive Director on the delivery of the CDM Conference and other relevant signature events.
- 3.21 Supervise staff as assigned
- 3.22 Prepare Quarterly reports and other products as requested by the Executive Director
- 3.23 Provide leadership to the disaster response activities of the agency, as may be required
- 3.24 Participate in Executive Management Team and other senior management meetings of the CU.
- 3.25 Act for the ED in his or her absence.
- 3.26 Perform any other duties as may be directed from time to time by the Executive Director

4.0 CONDITIONS

- 4.1 General administrative office accommodation provided
- 4.2 Position may require periods of travel to CDEMA Participating States as well as other destinations.
- 4.3 Institutional support provided through documented rules and regulations general policy guidelines and through access to available relevant information, resources and facilities
- 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 organization with disaster management responsibilities.

5.0 EVALUATION CRITERIA

- 5.1 Management of Programmes, problems encountered in implementation and the overall effectiveness of measures taken to resolve them.
- 5.2 Level and effectiveness of leadership provided.
- 5.3 Demonstrated technical, administrative and human management skills
- 5.4 Timely completion of assignments and reports and the ability to meet deadlines
- 5.5 Technical accuracy and general quality of reports
- 5.6 Knowledge and understanding of and the effective application of the Agency's policies and objectives
- 5.7 Communication effectiveness

6.0 QUALIFICATIONS AND EXPERIENCE

- 6.1 Masters' degree in Disaster Management, Geo-Sciences, Earth Science, Environment Management or related field
- 6.2 A minimum of ten (10) years management experience with at least five (5) years at a senior management level.
- 6.3 A minimum of 10 years' experience in Disaster Risk Management
- 6.4 Minimum of five (5) years' experience in project management.
- 6.5 Experience in preparation and supervision of reports for Management
- 6.6 Experience in Resource Mobilization

7.0 KNOWLEDGE, SKILLS AND ABILITIES

- 7.1 Good knowledge of Strategic Planning, Programme Evaluation and Project Management, including Project planning and development, Programme budgeting and Results Based Management
- 7.2 Extensive knowledge of disaster management systems and issues within the Caribbean
- 7.3 Sound knowledge of project management issues
- 7.4 Extensive knowledge of current management trends and best practices, including change management
- 7.5 Strong networking skills
- 7.6 A capacity for independent thought and action and the ability to tender professional advice
- 7.7 Possess critical thinking/conceptual skills
- 7.8 Ability to communicate effectively with persons at all levels
- 7.9 Excellent planning and organizational skills
- 7.10 Ability to manage multiple priorities
- 7.11 Knowledge and effective use of computerized systems
- 7.12 Flexibility & Reliability
- 7.13 Excellent negotiation, diplomacy & advocacy skills
- 7.14 Demonstrated Team Leadership
- 7.15 Appreciation of workplace diversity