



**Job Opportunity:  
CDEMA Coordinating Unit  
DEPUTY EXECUTIVE DIRECTOR**

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| <b>Competition Reference No.</b> | CDEMA-CU/ADMIN/16  |
| <b>Application Deadline</b>      | <b>November 30, 2021</b>   |
| <b>Location</b>                  | Bridgetown, Barbados   |
| <b>Organization</b>              | Caribbean Disaster Emergency Management Agency, Coordinating Unit (CDEMA CU) |

The CDEMA Coordinating Unit (CU) is inviting applications for the position of **Deputy Executive Director (DED)** who 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) and will be required to undertake and oversee the implementation of programmes and monitor and report on the performance of the Division. 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 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.

**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 Masters’ degree in Disaster Management, Geo-Sciences, Earth Science, Environment Management or related field
- 1.2 A minimum of ten (10) years’ management experience with at least five (5) years at a senior management level.

- 1.3 A minimum of 10 years' experience in Disaster Risk Management
- 1.4 Minimum of five (5) years' experience in project management.
- 1.5 Experience in preparation and supervision of reports for Management
- 1.6 Experience in Resource Mobilization

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

- 2.1 Good knowledge of Strategic Planning, Programme Evaluation and Project Management, including Project planning and development, Programme budgeting and Results Based Management
- 2.2 Extensive knowledge of disaster management systems and issues within the Caribbean
- 2.3 Sound knowledge of project management issues
- 2.4 Extensive knowledge of current management trends and best practices, including change management
- 2.5 Strong networking skills
- 2.6 A capacity for independent thought and action and the ability to tender professional advice
- 2.7 Possess critical thinking/conceptual skills
- 2.8 Ability to communicate effectively with persons at all levels
- 2.9 Excellent planning and organizational skills
- 2.10 Ability to manage multiple priorities
- 2.11 Knowledge and effective use of computerized systems
- 2.12 Flexibility & Reliability
- 2.13 Excellent negotiation, diplomacy & advocacy skills
- 2.14 Demonstrated Team Leadership
- 2.15 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/ADMIN/16**.
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.