



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

<b>Competition Reference No.</b>	CDEMA-CU/WFP/05
<b>Application Deadline</b>	<b>June 09, 2022</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
- 1.7 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.
- 1.8 Experience in developing and implementing disaster preparedness and response programmes at the national and/or regional level
- 1.9 Experience or training in humanitarian emergency logistics operations during rapid onset disasters would be an asset
- 1.10 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. Please visit <http://www.cdema.org> for further details on the Job Description.
3. 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/05**.
4. 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.