



**Job Opportunity:**  
***PROCUREMENT SPECIALIST***  
**CDEMA Coordinating Unit**

<b>Competition Reference No.</b>	CDEMA-CU/EDF 11/06
<b>Application Deadline</b>	June 21, 2023
<b>Contract Period</b>	18 months
<b>Location</b>	Bridgetown, Barbados
<b>Organization</b>	Caribbean Disaster Emergency Management Agency

The CDEMA Coordinating Unit (CU) is inviting applications for the position of **Procurement Specialist**. This individual will be responsible for advising on and conducting all procurement activities for the specific projects in accordance with the Agency’s Procurement & Contract Management policies and procedures as well as applicable donor guidelines.

**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 Graduate degree in Business, Management, Logistics, Social Sciences or other relevant discipline and a minimum of five (5) years’ experience in procurement or contract management

Or

1.2 A Bachelor’s degree in Business, Management, Logistics, Social Sciences, or other relevant discipline and a minimum of seven (7) years’ experience in procurement or contract management

- 1.3 Recognized qualification in Procurement would be an asset.
- 1.4 Experience in designing and undertaking the full range of procurement activities from the procurement plan design through to contract completion.
- 1.5 Experience in managing a range of procurement methodologies including simple requests for quotations, tenders and establishing framework agreements.
- 1.6 Experience of adherence to donor procurement guidelines would be an advantage.

## **2.0 KNOWLEDGE, SKILLS & ABILITIES**

- 2.1 Knowledge of procurement practices and processes
- 2.2 Excellent contract negotiation skills
- 2.3 Knowledge of project management
- 2.4 Demonstrated team player.
- 2.5 Ability to manage multiple priorities in a fast-paced deadline-oriented environment.
- 2.6 Excellent planning and organizational skills
- 2.7 Excellent, oral and written communications skills.
- 2.8 Excellent interpersonal skills
- 2.9 Good report writing, data acquisition and analysis skills.
- 2.10 Proficiency in Microsoft Office suite and other relevant computer applications
- 2.11 Diplomacy and advocacy skills
- 2.12 Ability to communicate effectively with persons at all levels
- 2.13 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/EDF 11/06**.
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.