



Vacancy Notice:

CDEMA Coordinating Unit

PROJECT OFFICER (EDF 11)

Competition Reference No.	CDEMA-CU/EDF 11/11
Application Deadline	July 05, 2024
Location	Bridgetown, Barbados
Organization	Caribbean Disaster Emergency Management Agency

The CDEMA Coordinating Unit (CU) is inviting applications for the position of **Project Officer (EDF 11)**. The Project Officer will be responsible for providing assistance with the project administration and implementation of the programme ensuring the smooth, timely and reliable flow of information between the Planning and Business Development Department, the broader CU functional units and programme stakeholders.

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 First degree in Earth Science, Social Science or equivalent discipline
- 1.2 Two (2) years subject matter experience gained through service within a disaster management or civil defense organization or affiliated organizations.
- 1.3 Project management certification or at least two (2) years project management work experience in a disaster management agency or similar organization.

2.0 SKILLS, KNOWLEDGE AND ABILITIES

- 2.1 Proficiency in relevant computer applications including Microsoft Office Suite
- 2.2 Knowledge of office management principles and procedures
- 2.3 Knowledge of project management principles
- 2.4 Excellent written and oral use of the English language
- 2.5 Program and administrative management
- 2.6 Ability to communicate and relate effectively with persons at all levels
- 2.7 Work effectively with a wide range of stakeholders in a diverse community.
- 2.8 Plan, develop, and coordinate multiple assignments.
- 2.9 Make administrative and procedural decisions and judgments on sensitive, confidential issues.
- 2.10 Flexibility and adaptability
- 2.11 Foster a cooperative work environment.
- 2.12 Problem-solving, data acquisition and analysis skills
- 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 quote selection process number: **CDEMA-CU/EDF 11/11**.
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.