



CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY

JOB DESCRIPTION

Position Title:	Project Coordinator (Government of Japan MHEWS Project)
Division/Department:	Technical Programme Management Division (TPMD) /Preparedness and Response Department (PRD)
Reports To:	Programme Manager, Preparedness and Response (PMPR)
Supervises:	Project Officer
Indirect Reports:	Procurement Specialist
Date:	September 2024

1.0 FUNCTIONAL RELATIONSHIPS

Works under the direction of and reports to the Programme Manager, Preparedness and Response, collaborates with the Project Officer Climate Risks and Early Warning Systems (CREWS) 2.0, the project team, staff of the Preparedness and Response Department (PRD), and other staff members of the Agency.

2.0 JOB SUMMARY

The incumbent will coordinate, guide, monitor and report on all activities of the *Advancement of the Regional Multi-Hazard Early Warning System (MHEWS) Programme for Enhanced Disaster Management in CDEMA Participating States (PS) Project*. The Project Coordinator will ensure that the project's objectives and results are achieved in a timely fashion and in accordance with the established guidelines and procedures of the CARICOM CDEMA - Japan MHEWS Project Memorandum of Understanding (MOU). This includes ensuring that all project activities contribute to the Comprehensive Disaster Management Strategy and the CDEMA Coordinating Unit (CU) Strategic Plan by improving the effectiveness of multi-hazard early warning systems in CDEMA Participating States, through the enhancement of national and regional capacities and capabilities.

3.0 DUTIES AND RESPONSIBILITIES

The Project Coordinator will:

- 3.1 Oversee the execution of all project activities in alignment with the terms outlined in the CARICOM-CDEMA–Japan Multi-Hazard Early Warning System (MHEWS) Project Memorandum of Understanding (MOU).
- 3.2 Draft Terms of Reference (TOR) for performance contracts and collaborate with the Human Resources & Administration Department (HRAD) regarding the engagement of technical assistance for project delivery.
- 3.3 Provide supervision and guidance to technical consultants and assigned project staff, ensuring their alignment with project goals.
- 3.4 Liaise with, and coordinate key personnel from co-executing national, regional, and international stakeholder organizations to ensure timely and adequate technical input to the project.
- 3.5 Oversee the coordination and delivery of the following project outputs in collaboration with key CDEMA Coordinating Unit staff and stakeholder leads:
 - 3.5.1 Construction of the emergency communications tower at the National Emergency Management Organization (NEMO) in Saint Lucia.
 - 3.5.2 Procurement and installation of the Weather Radar System in Trinidad and Tobago.
 - 3.5.3 Completion of the Multi-Hazard Early Warning System (MHEWS) Checklist and Roadmaps in two (2) CDEMA Participating States.
 - 3.5.4 Convening of meetings for the Regional Early Warning System Consortium to review, assess, and evaluate project activities.
- 3.6 Ensure effective coordination and facilitate the sharing of information among stakeholders to support project objectives.
- 3.7 Ensure that administrative and technical processes are conducted in accordance with agreed standards and policies.
- 3.8 Manage the day-to-day operations of the project, including monitoring expenditures, ensuring proper accounting, and timely payment of recurrent and other expenses, all within established budgets.
- 3.9 Update key project documentation, including the Implementation Plan and annual work plans, and secure necessary approvals from the Programme Manager, Preparedness and Response, before submitting to CDEMA’s governance bodies and/or donors.

- 3.10 Support the governance arrangements of the Regional Early Warning Consortium and implement decisions to enhance project coordination.
- 3.11 Ensure timely execution of the contractual conditions outlined in the CARICOM-CDEMA–Japan MHEWS Project MOU, with particular attention to project financing.
- 3.12 Plan, coordinate, and monitor all aspects of the project to achieve expected results and maintain quality standards.
- 3.13 Coordinate with other similar projects to ensure complementarity and avoid duplication of efforts.
- 3.14 Undertake travel as necessary for project execution.
- 3.15 Recommend disbursements of project funds based on a satisfactory review of deliverables and accomplishment of project milestones.
- 3.16 Work with project accounting personnel to ensure the proper use of financial resources, compliance with accounting and financial standards of CDEMA and the CARICOM Secretariat and the timely preparation of vouchers for approval and payment.
- 3.17 Prepare and submit reports as required including:
 - 3.17.1 Monthly and quarterly Internal progress reports to the PMPR.
 - 3.17.2 Coordinate and prepare required project reports, including quarterly narrative and financial reports and secure the necessary approvals before submitting these to the project sponsor.
- 3.18 Liaise with the CDEMA Communications and Public Relations Specialist to prepare and disseminate project visibility products and materials and branding of project outputs.
- 3.19 Prepare the Final Project Report and Project Close-Out Plan.
- 3.20 Participates in CDEMA’s disaster response activities, as required.
- 3.21 Perform other job-related duties as assigned by the Programme Manager, Preparedness and Response, or any other duly authorized officer.

4.0 CONDITIONS

- 4.1 General administrative office accommodation provided.
- 4.2 Institutional support provided through documented rules and regulations, general policy guidelines and through access to available relevant information, resources and facilities.

- 4.3 Position requires periods of travel to CDEMA member states as well as other destinations.
- 4.4 Subject to general service conditions applicable to established members of staff.
- 4.5 Required to observe the Agency's Staff Rules & Regulations.
- 4.6 Required to maintain current knowledge of the responsibilities of other agencies and organizations with regional disaster management responsibilities.

5.0 EVALUATION CRITERIA

The performance plan will include performance objectives and job standards including:

- 5.1 Demonstrated project, administrative and human management skills.
- 5.2 Achievement of project objectives within the time and financial allocations.
- 5.3 Timely completion of assignments and reports and ability to meet established deadlines.
- 5.4 Fostering of teamwork within the project team.
- 5.5 Knowledge and understanding of and the effective application of the Agency's policies and objectives.
- 5.6 Effectiveness of communication.
- 5.7 Technical accuracy and general quality of assignments undertaken.
- 5.8 Demonstrated reliability and initiative.

6.0 QUALIFICATIONS AND EXPERIENCE

- 6.1 Master's Degree in project management, business administration, or related discipline.
- 6.2 At least five (5) years' experience in project execution and administration, preferably at the management level. Three (3) of these years must have been spent working in result-based planning, monitoring and evaluation.
- 6.3 Demonstrated experience working in disaster risk management or development of related projects in a programmatic environment or across multiple teams.
- 6.4 Demonstrated experience in multi-hazard early warning systems.

7.0 SKILLS, KNOWLEDGE AND ABILITIES

- 7.1 A good working knowledge of disasters management, multi-hazard early warning systems, and project management issues.
- 7.2 Knowledge of procurement and financial procedures of bilateral or multilateral agencies would be an asset.
- 7.3 Knowledge of the Comprehensive Disaster Management Strategy would be a distinct asset.
- 7.4 Ability to plan and implement workshops.
- 7.5 Proposal writing, report writing, data acquisition and analysis skills.
- 7.6 Ability to communicate and relate effectively with persons at all levels.
- 7.7 Ability to effectively handle multiple tasks without compromising quality, team spirit and positive working relationships.
- 7.8 Excellent interpersonal and communications skills.
- 7.9 Excellent negotiation, diplomacy and advocacy skills.
- 7.10 Excellent communication (verbal and written) skills in English.
- 7.11 Proficiency in relevant computer applications (including word processing, database management & spreadsheet software).
- 7.12 Flexibility and adaptability.
- 7.13 Demonstrated Team Leadership.
- 7.14 Appreciation of Workplace diversity.