



Job Opportunity:
PROJECT COORDINATOR
CDEMA Coordinating Unit

Competition Reference No.	CDEMA-CU/JICA/02
Application Deadline	December 13, 2024
Location	Bridgetown, Barbados
Organization	Caribbean Disaster Emergency Management Agency

The CDEMA Coordinating Unit (CU) is inviting applications for the position of **Project Coordinator** to 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*, in accordance with the established guidelines and procedures of the CARICOM CDEMA - Japan MHEWS Project Memorandum of Understanding (MOU).

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 Master’s Degree in project management, business administration, or related discipline.
- 1.2 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.
- 1.3 Demonstrated experience working in disaster risk management or development of related projects in a programmatic environment or across multiple teams.
- 1.4 Demonstrated experience in multi-hazard early warning systems.

2.0 SKILLS, KNOWLEDGE AND ABILITIES

- 2.1 A good working knowledge of disasters management, multi-hazard early warning systems, and project management issues.
- 2.2 Knowledge of procurement and financial procedures of bilateral or multilateral agencies would be an asset.
- 2.3 Knowledge of the Comprehensive Disaster Management Strategy would be a distinct asset.
- 2.4 Ability to plan and implement workshops.
- 2.5 Proposal writing, report writing, data acquisition and analysis skills.
- 2.6 Ability to communicate and relate effectively with persons at all levels.
- 2.7 Ability to effectively handle multiple tasks without compromising quality, team spirit and positive working relationships.
- 2.8 Excellent interpersonal and communications skills.
- 2.9 Excellent negotiation, diplomacy and advocacy skills.
- 2.10 Excellent communication (verbal and written) skills in English.
- 2.11 Proficiency in relevant computer applications (including word processing, database management & spreadsheet software).
- 2.12 Flexibility and adaptability.
- 2.13 Demonstrated Team Leadership.
- 2.14 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) references and copies of certificates via email to hr@cdema.org quote selection process number: **CDEMA-CU/JICA/02**.
3. CDEMA would like to thank all candidates who apply. Please note that only shortlisted candidates will be acknowledged.