



## CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY

### JOB DESCRIPTION

<b>Position Title:</b>	Programme Assistant
<b>Division/Dept:</b>	Technical Programme Management Division (TPMD)
<b>Reports to:</b>	Project Coordinator, Norway Project
<b>Direct Reports:</b>	N/A
<b>Date:</b>	January 2025

#### 1.0 FUNCTIONAL RELATIONSHIPS

The Programme Assistant works under the direction of and reports to the Project Coordinator, Norway Project **titled ‘Support to the Advancement of Comprehensive Disaster Management in the CDEMA Participating States – Phase 2’** and collaborates with other staff members of the Agency.

#### 2.0 SUMMARY

The Programme Assistant shall be responsible for providing administrative support to the Project Coordinator and other Result Leaders in the implementation of the project including the smooth, timely and reliable flow of information between the project, the Technical Programme Management Division, and the broader CDEMA Coordinating Unit (CU) functional units and stakeholders. While the primary focus of the role is support to the assigned Project, the Programme Assistant may also provide limited administrative and coordination support to TPMD initiatives and related CDEMA projects, as assigned by the Project Coordinator or the Deputy Executive Director (DED).

#### 3.0 DUTIES AND RESPONSIBILITIES

Specifically, the Programme Assistant will:

- 3.1 Ensure that the administrative processes of assigned programmes are carried out in conformity with the agreed standards and policies, and donor requirements;

- 3.2 Prepare and proof-read general and confidential correspondence, reports, minutes of meetings and other official documents and ensure accuracy, neatness and appropriateness of presentation of all work.
- 3.3 Undertake logistical and administrative arrangements for the convening of consultations with CDEMA stakeholders and partners to ensure their inputs into the project deliverables;
- 3.4 Support the administration and coordination of consultancy services to the assigned project within the administrative systems of the CU;
- 3.5 Liaise with the staff of the TPMD and other CDEMA CU team members to support the assigned project's efforts to maintain close and cooperative working relationships with the agencies' internal and external stakeholders and strategic partners;
- 3.6 Oversee the scheduling and maintenance of the project calendar and travel arrangements as assigned;
- 3.7 Support coordination and information sharing to facilitate harmonization between assigned project activities and other related projects being undertaken by CDEMA;
- 3.8 Collate progress reports and briefs as assigned;
- 3.9 Coordinate the administrative arrangements for technical meetings/workshops and other activities relating to assigned projects and assist with the timely preparation and circulation of the resulting reports;
- 3.10 Provide administrative and documentation support of relevant project procurement and expenditure including preparation and filing of documentation in conjunction with procurement and accounting personnel.
- 3.11 Develop and prepare non-routine reports, briefs and correspondence which may be highly sensitive and confidential in nature;
- 3.12 Develop and manage an efficient digital filing system for assigned project, ensuring audit-ready documentation.
- 3.13 Develop and maintain the effective use of digital collaboration platforms, including Microsoft Teams, to support document management, task tracking, calendars, and coordination across the project team including Result Leads.
- 3.14 Support basic web content management and coordination of social media content related to project activities, milestones, and approved visibility outputs, in line with CDEMA and donor communication guidelines.
- 3.15 Provide monthly activity reports
- 3.16 Participate in the response activities of the Agency as may be required.
- 3.17 Perform such other job-related duties as may be assigned from time to time by the

Project Coordinator, the DED or other duly authorized staff member.

## **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 may require periods of travel to CDEMA member states as well as other destinations.
- 4.4 Subject to general service conditions applicable to established staff members of the Agency.
- 4.5 Required to maintain current knowledge of the responsibilities of other agencies and organizations with regional disaster management agencies.
- 4.6 May be required to work outside of normal working hours with little or no notice.

## **3.0 EVALUATION CRITERIA**

Work performance will be evaluated based on performance standards established in the performance plan developed with the immediate supervisor. The performance plan will include performance objectives and job standards including:

- 3.1 Preparation of minutes of meetings in format consistent with the Agency's standard and practice
- 3.2 Timely completion of assignments and reports and the ability to meet deadlines.
- 3.3 Accuracy of information reported from files and ease with which data is retrieved from filing system.
- 3.4 Recording and maintenance of expenditure items for relevant meetings and other assigned programme activities in keeping with the budgetary requirements
- 3.5 Responsiveness in handling urgent assignments.
- 3.6 Demonstrated administrative ability, commitment and exercise of initiative and demonstrated professionalism.
- 3.7 Technical accuracy and general quality of assignments.
- 3.8 Demonstrated reliability and flexibility.
- 3.9 Coordination of administrative and logistical arrangements for meetings in accordance with agency standards.
- 3.10 Effectiveness of reports, briefs, correspondence and information disseminated.
- 3.11 Knowledge and understanding of, and the effective application of the Agency's policies and objectives.

- 3.12 Communication Effectiveness.
- 3.13 Ability to maintain confidentiality

#### **4.0 QUALIFICATIONS AND EXPERIENCE**

- 4.1 Certified Professional Secretary (CPS), Certified Administrative Professional (CAP), or equivalent qualification
- 4.2 At least five (5) years secretarial and administrative work experience
- 4.3 Experience providing administrative or project support within donor-funded, multi-stakeholder, or regional programmes is an asset.
- 4.4 Demonstrated experience using digital collaboration platforms, particularly Microsoft Teams and Sharepoint, to support project coordination, documentation, and reporting.
- 4.5 Experience supporting basic web content management and/or social media coordination is desirable.

#### **5.0 KNOWLEDGE SKILLS AND EXPERIENCE**

- 5.1 MS Office Suite including advanced proficiency in Microsoft Teams and other digital collaboration tools to support project coordination and documentation.
- 5.2 Office management principles and procedures.
- 5.3 Working knowledge of basic project management principles and tools would be an asset.
- 5.4 Records management and maintenance.
- 5.5 Creation of PowerPoint presentations.
- 5.6 Working knowledge of web content updates and basic social media coordination.
- 5.7 Strong organisational, communication, and information management skills, with the ability to manage multiple tasks and meet deadlines.
- 5.8 Effective interpersonal, oral and written communication.
- 5.9 Program and administrative management.
- 5.10 Report-writing
- 5.11 Ability to work effectively with a wide range of stakeholders in a diverse community.
- 5.12 Plan, develop, coordinate multiple assignments and implement short- and long-range goals.
- 5.13 Investigate and analyze information and to draw conclusions.
- 5.14 Make administrative and procedural decisions and judgments on sensitive, confidential issues.

5.15 Foster a cooperative work environment.

Employee:.....

CDEMA:.....