



Vacancy Notice:
CDEMA Coordinating Unit

PROJECT ADMINISTRATIVE ASSISTANT – (JAPAN MHEWS PROJECT)

Competition Reference No.	CDEMA-CU/JICA/03
Application Deadline	January 31, 2026
Location	Bridgetown, Barbados
Organization	Caribbean Disaster Emergency Management Agency, Coordinating Unit (CDEMA CU)

The CDEMA Coordinating Unit (CU) is inviting applications for the position of **Project Administrative Assistant** who will be responsible for providing administrative and secretarial support to the Preparedness and Response Department, contributing to the smooth execution of departmental functions. Priority will be placed on supporting the Japan MHEWS Project, ensuring that administrative processes related to planning, coordination, documentation, and logistics are efficiently managed to facilitate the timely implementation of project activities.

Open To:

Applications for this post are open to employees of the CDEMA CU and all citizens and permanent residents of Barbados.

Compensation:

The compensation will be based on the individual's qualifications and experience.

Merit Criteria:

1.0 QUALIFICATIONS AND EXPERIENCE

- 1.1 Certified Professional Secretary (CPS), Certified Administrative Professional (CAP), or equivalent qualification.
- 1.2 Associate Degree in Administrative Management, Business Administration or equivalent qualification would be an asset.
- 1.3 Minimum of three (3) years' administrative experience
- 1.4 Prior experience with CDEMA would be an asset.

2.0 KNOWLEDGE, SKILLS AND ABILITIES

- 2.1 Office management principles and procedures.
- 2.2 Demonstrated ability to work effectively as a team player.
- 2.3 Ability to manage multiple priorities in a fast-paced deadline-oriented environment.
- 2.4 Strong planning, coordination, and organizational skills with the ability to manage multiple assignments simultaneously.
- 2.5 Excellent interpersonal, oral and written communications skills.
- 2.6 Competence in report writing, data collection, and basic analysis.
- 2.7 Proficiency in Microsoft Office 365 tools (Word, Excel, PowerPoint, Outlook) and other relevant digital tools, including virtual collaboration platforms.
- 2.8 Flexibility and adaptability in dynamic working environments.
- 2.9 Strong diplomacy and stakeholder engagement skills.

Information Notes:

1. Interested candidates must clearly demonstrate in writing that they have met all the criteria outlined above. Not doing so may result in your application not receiving further consideration.
2. Please send your applications, including your resume and cover letter, three (3) reference letters and copies of your qualifications/certificates via email to hr@cdema.org quote selection process number: CDEMA-CU/JICA/03.
3. CDEMA takes this opportunity to thank all candidates who apply, as only those selected for an interview will be contacted.