



Job Opportunity:

Education and Training Specialist, CDEMA Coordinating Unit

Competition Reference No.	CDEMA-CU/CDM-HIP/06
Application Deadline Date	February 21, 2012
Location	Bridgetown, Barbados
Organization	Caribbean Disaster Emergency Management Agency

The CDEMA Coordinating Unit (CU) is inviting applications for the post of **Education and Training Specialist**. The Education and Training Specialist (ETS) will be responsible for the coordination, design and implementation of Comprehensive Disaster Management (CDM) education and training programmes in support of capacity building within Participating States (PS) and the Coordinating Unit (CU) for the achievement of CDM priority Outcomes. The ETS will also collaborate with other members of the Technical Support Team (TST) and development partners in promoting standards and competencies for Disaster Risk Reduction (DRR) training in the CDEMA system.

Open To:

Employees of the CDEMA CU as well as all citizens and permanent residents of CARICOM countries

Salary and Benefits:

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

Merit Criteria:

1.0 Qualifications and Experience

- 1.1 Masters degree in Education, Training or related field
- 1.2 Qualifications in Earth Sciences, Disaster Management or related discipline would be a distinct advantage.
- 1.3 Certification in Adult Education would be an asset.
- 1.4 At least five (5) years experience in developing and implementing training programmes
- 1.5 Demonstrated experience in delivering training programmes to adult audiences
- 1.6 Demonstrated experience in the development of training materials would be an asset.

2.0 **KNOWLEDGE, SKILLS AND ABILITIES**

- 2.1 Comprehensive understanding of issues and challenges in disaster management within CDEMA Participating States
- 2.2 Proposal writing, report writing, data acquisition and analysis skills
- 2.3 Proficiency in relevant computer applications
- 2.4 Excellent interpersonal and communication skills
- 2.5 Strong negotiation, diplomacy and advocacy skills
- 2.6 Excellent written and oral use of the English language
- 2.7 Ability to communicate effectively with persons at all levels
- 2.8 Flexibility and adaptability
- 2.9 Demonstrated Team Leadership
- 2.10 Knowledge of French, French creole, papiamento or Dutch would be an asset.

Language Requirements:

- Excellent knowledge of English

Information Notes:

1. Candidates must clearly demonstrate in writing that they have met all of 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/CDM-HIP/06.
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.



JOB DESCRIPTION

Position Title:	Education and Training Specialist
Division:	Disaster Management Division (DMD)
Reports To:	Deputy Executive Director (DED)
Direct Reports:	N/A

1. FUNCTIONAL RELATIONSHIPS

Works under the direction of the Deputy Executive Director and collaborates with other staff.

2. DUTIES AND RESPONSIBILITIES

Establish mechanisms for the regular review of training needs in the CU PS and the effectiveness of efforts to meet the gaps identified.

- 2.1. Make recommendations to the PS and CU for addressing these needs and assist in the formulation of programmes to deliver them as well as proposals for mobilizing resources to support implementation.
- 2.2. Collaborate with PS and partners in the development of competency and related standards for key functions in DRR organizations and the training programmes to support these.
- 2.3. Collaborate with the TST in the design and scheduling of training in PS and establishment of standards delivery, monitoring and evaluation.
- 2.4. Identify training needs for the CDEMA CU to build capacity for supporting the PS.
- 2.5. Lead efforts in the establishment of cadres of qualified teams to deliver subject matter training in the CU system.
- 2.6. Develop and maintain database of technical resources to assist with programme delivery in the CDEMA system.
- 2.7. Develop a facility for tracking and directing PS and others to relevant training and scholarship opportunities within and outside the region.
- 2.8. Review and make recommendations for sustainable financing of DRM training in the CDEMA system and lead implementation of the outcomes.
- 2.9. Participate in disaster response activities of the Agency, as may be required
- 2.10. Perform any other duties as may be directed from time to time by the Deputy Executive

Director or any duly authorized officer of the Agency.

3. CONDITIONS

- 3.1. General administrative office accommodation provided
- 3.2. Position may require periods of travel to CDEMA Participating States as well as other destinations.
- 3.3. Institutional support provided through documented rules and regulations general policy guidelines and through access to available relevant information, resources and facilities
- 3.4. Subject to general service conditions applicable to established staff members of the Agency
- 3.5. Access to all available relevant information and resources for effective discharge of duties
- 3.6. Required to maintain current knowledge of the responsibilities of other agencies and organization with disaster management responsibilities

4. EVALUATION CRITERIA

- 4.1. Demonstrated technical, administrative and human management skills
- 4.2. Demonstrated competence in the design of training programmes.
- 4.3. Timely completion of assignments and reports and the ability to meet deadlines
- 4.4. Technical accuracy and general quality of reports
- 4.5. Knowledge and understanding of and the effective application of the Agency's policies and objectives
- 4.6. Communication effectiveness