



## Job Opportunity:

### Mitigation and Preparedness Specialist, CDEMA Coordinating Unit

<b>Competition Reference No.</b>	CDEMA-CU/CDM-HIP/05
<b>Application Deadline Date</b>	February 21, 2012
<b>Location</b>	Bridgetown, Barbados
<b>Organization</b>	Caribbean Disaster Emergency Management Agency

The CDEMA Coordinating Unit (CU) is inviting applications for the post of **Mitigation and Preparedness Specialist**. The Mitigation and Preparedness Specialist (MPS) will focus on strengthening of the national programmes in Disaster Risk Management (DRM) and climate change issues and providing support to Participating States (PS) in the utilization of the ICT applications for DRM particularly Geographic Information Science (GIS) and remote sensing applications.

#### 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 Physical, Social or Earth Sciences or related discipline.
- 1.2 Qualifications in Geographic Information Science and remote sensing would be an asset
- 1.3 At least five (5) years experience in disaster or emergency management
- 1.4 Demonstrated experience in the development of emergency plans
- 1.5 A minimum of five (5) years experience in Project management and development
- 1.6 Demonstrated experience in Programme design, implementation and monitoring

##### 2.0 KNOWLEDGE, SKILLS AND ABILITIES

- 2.1 Good knowledge of damage and needs assessment methodologies
- 2.2 Comprehensive understanding of issues and challenges in disaster management within

## CDEMA Participating States

- 2.3 Proposal writing, report writing, data acquisition and analysis skills
- 2.4 Good knowledge of disaster and project management issues
- 2.5 Proficiency in relevant computer applications
- 2.6 Excellent interpersonal and communication skills
- 2.7 Excellent negotiation, diplomacy and advocacy skills
- 2.8 Excellent written and oral use of the English language
- 2.9 Flexibility and adaptability
- 2.10 Ability to communicate effectively with persons at all levels
- 2.11 Demonstrated Team Leadership

### **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](mailto:hr@cdema.org). Quote selection process number: CDEMA-CU/CDM-HIP/05.
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:** Mitigation and Preparedness 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**

- 2.1. Support the PS in conducting risk, hazard and vulnerability analysis for natural hazards informed by scientific and technical studies of disaster risks
- 2.2. Support the adaptation, orientation and implementation of CDM legislation in CDEMA PS
- 2.3. Support PS in articulating standards for disaster preparedness.
- 2.4. Review standards associated with disaster mitigation activities including building codes
- 2.5. Support PS and RRM partners in the review of agency and critical facility plans.
- 2.6. Support PS in the development of hazard mitigation plans
- 2.7. Support PS in the development and implementation of a comprehensive relief supplies management programme
- 2.8. Support the PS in analyzing the vulnerability of key sectors in the region, which have been assigned under the CDM Strategy and recommending loss reduction measures to ensure the continued operation of these sectors after disasters and also their quick return to profitability
- 2.9. Support the PS in developing preparedness plans and programmes for implementation
- 2.10. Support the development and implementation regional and national exercise programmes to test contingency plans
- 2.11. Participate in disaster preparedness activities of the Agency, as may be required
- 2.12. 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 emergency preparedness functions
- 4.3. Demonstrated competence in evaluating and strengthening capabilities/capacities in CDEMA PS
- 4.4. Technical accuracy and general quality of reports
- 4.5. Timely completion of assignments and reports and the ability to meet deadlines
- 4.6. Knowledge and understanding of and the effective application of the Agency's policies and objectives
- 4.7. Communication effectiveness