



VACANCY
EXECUTIVE DIRECTOR

CDEMA Coordinating Unit

Competition Reference No.	CDEMA-CU/ED/20-04
Application Deadline	May 28, 2020
Location	Bridgetown, Barbados
Organization	Caribbean Disaster Emergency Management Agency

The Caribbean Disaster Emergency Management Agency (CDEMA) is a regional inter-governmental agency for disaster management in the Caribbean Community (CARICOM).

The Agency was established in 1991 as CDERA (Caribbean Disaster Emergency Response Agency) with primary responsibility for the coordination of emergency response and relief efforts to Participating States that require such assistance. It transitioned to CDEMA in 2009 to fully embrace the principles and practice of Comprehensive Disaster Management (CDM).

(CDM) is an integrated and proactive approach to disaster management and seeks to reduce the risk and loss associated with natural and technological hazards and the effects of climate change to enhance regional sustainable development.

The CDEMA is inviting applications for the position of **Executive Director** who will be responsible for the overall direction and leadership of the Agency and for ensuring accountability and good governance. The Executive Director who reports to the Council of Ministers will also be responsible for implementing the organization's policy through Programme Management, including strategic planning, monitoring and evaluation, financial management and resource allocation. Significant effort will be concentrated on the development and promotion of the organization including the political responsibilities and networking for resource mobilization

Open To:

Applications for this post are open to employees of the CDEMA Coordinating Unit 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 Masters' degree in Disaster Management, Geo-Sciences, Earth Science, or Environment Management
- 1.2 A minimum of fifteen (15) years post qualification experience with at least eight (8) years at a top/senior management position in the private or public sector or in a regional, International or multi-Lateral Organization.
- 1.3 At least ten (10) years' experience in planning, implementing and evaluating Disaster Management programmes
- 1.4 Minimum of five (5) years' experience in project management.
- 1.5 Experience in Resource Mobilization
- 1.6 Experience in policy formulation

2.0 REQUIRED COMPETENCIES

- 2.1 Excellent knowledge and understanding of regional disaster management systems
- 2.2 Demonstrated understanding of inter-governmental, regional and international institutions and systems
- 2.3 Extensive knowledge of current management trends and best practices, including change management and leadership development
- 2.4 Excellent knowledge of Strategic Planning
- 2.5 Excellent knowledge of programme management and evaluation, project management including project planning and development, programme budgeting and Results-Based Management
- 2.6 Demonstrated evidence of creative thinking and visionary leadership.
- 2.7 Excellent negotiating and networking skills
- 2.8 Excellent diplomacy and advocacy skills
- 2.9 Excellent analytical/problem solving and interpersonal skills
- 2.10 Successful track record of team management and leadership
- 2.11 Excellent oral and written command of the English language.
- 2.12 Proficiency in a foreign language would be an asset
- 2.13 A capacity for independent thought and action and the ability to render professional advice
- 2.14 Knowledge and effective use of computerized systems
- 2.15 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. Applications, including Resume, three (3) testimonials and copies of certificates should be addressed to:

The Chairman, CDEMA

rlhiggs@gov.tc

Subject Heading **“Position of Executive Director – CDEMA”**

3. The deadline for receipt of applications is **May 28, 2020**.
4. Only those persons who have been shortlisted will be notified.