



**Vacancy Notice:  
CDEMA Coordinating Unit  
EXECUTIVE ASSISTANT**

<b>Competition Reference No.</b>	CDEMA-CU/ADMIN/13-20
<b>Application Deadline</b>	<b>May 25, 2020</b>
<b>Location</b>	Bridgetown, Barbados
<b>Organization</b>	Caribbean Disaster Emergency Management Agency, Coordinating Unit (CDEMA CU)

The CDEMA Coordinating Unit (CU) is inviting applications for the position of **Executive Assistant** who will be responsible for providing administrative support to the Executive Director and coordinating the day-to-day operations of the Office of the Executive Director .

**Open To:**

Applications for this post are open to employees of the CDEMA CU 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 First Degree in Business Administration or Administrative Management or related field
- 1.2 Certified Professional Secretary (CPS), Certified Administrative Professional (CAP), or equivalent qualification
- 1.3 At least ten (10) years secretarial and administrative work experience, with five (5) years post-qualification experience providing support at an executive level
- 1.4 Experience in preparing meeting reports

**2.0 KNOWLEDGE, SKILLS AND ABILITIES**

- 2.1 *Knowledge of*
  - 2.1.1 Office management principles and procedures



- 2.1.2 Program and administrative management
- 2.1.3 Project management principles would be an asset
- 2.2 *Skills:*
  - 2.2.1 Relevant computer applications including MS Office Suite
  - 2.2.2 Records management and maintenance
  - 2.2.3 Calendar management including the coordination of complex executive meetings
  - 2.2.4 Creation of PowerPoint presentations for executives
  - 2.2.5 Effective interpersonal, oral and written communication
  - 2.2.6 Planning and organising
- 2.3 *Ability to:*
  - 2.3.1 Work effectively with a wide range of stakeholders in a diverse community.
  - 2.3.2 Coordinate multiple assignments.
  - 2.3.3 Investigate and analyze information to draw conclusions.
  - 2.3.4 Make administrative and procedural decisions and judgments on sensitive, confidential issues.
  - 2.3.5 Foster a cooperative work environment.
  - 2.3.6 Maintain confidentiality
  - 2.3.7 Analyze and solve problems.
  - 2.3.8 Appreciate 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. 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/ADMIN/13-20**.
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.