



ORGANISATION OF EASTERN CARIBBEAN STATES

VACANCY

PROGRAMME OFFICER (Disaster Management)

The Organisation of Eastern Caribbean States (OECS) is inviting applications from suitably qualified Nationals from its Member States and CARICOM to fill the position of **Programme Officer (Disaster Management)** within the Environment and Sustainable Development Unit of the OECS Secretariat in Saint Lucia.

Background

The Comprehensive Disaster Management Harmonized Implementation Programme (Phase 1) is a five-year programme aimed at enhancing institutional support and community resilience to mitigate and respond to and recover from the adverse affects of climate variability and change and disasters. The programme is unique as it promotes a multi-donor harmonized approach for the support of the enhanced Comprehensive Disaster Management (CDM) Strategy.

It is envisaged that the five (5) year programme will commence within the second quarter of 2008 and conclude by March 31, 2013. The estimated cost of the programme is US \$11,706,192, of which the Canadian International Development Agency and the UK Department for International Development (CIDA & DFID) are committed to provide US \$7,931,150. Complementary contributions are currently being provided by donor partners, contributing to a larger initiative such as European Union, USAID, ACP/EU, Government of Turkey, CDERA and Participating States in the amount US \$ 3,775,042.

The proposed programme is a direct contribution to the CIDA Caribbean Disaster Risk Management Program (CDRMP) 2008-2012; the DFID Draft Regional Assistance Plan for the Caribbean 2007-2010 and the enhanced CDM Strategy and Programming Framework 2007-2012.

The intended beneficiaries of the programme include – National Disaster Management Organizations, CDERA CU, the OECS region, and people of the Caribbean region who will benefit from institutional changes and also directly through training and skills development. It is envisaged that the five year programme will contribute to reduced losses from disasters in the Caribbean region and improved disaster risk management coordination at the national and regional levels.

At the community level, the programme is intended to increase the level of awareness in safer building programmes; promote the development of community disaster risk reduction plans through participatory processes; integrate hazard information in national/local development plans; and promote a shared vision of what is a prepared and resilient community.

The OECS Secretariat is an implementation partner and will be responsible for the implementation of the elements of the programme within their jurisdiction which support the Outcome 4 results of the programme. The OECS Secretariat will support the CDERA CU in agreed areas of programme implementation.

Development Unit (ESDU)

Deadline Date for Application	October 31, 2008
Duration	Minimum of two (2) years
Location	The Morne, Castries, Saint Lucia.
Organization	Secretariat of the Organisation of Eastern Caribbean States (OECS)

Salary and Benefits:

The OECS Secretariat offers an attractive benefits package. The salary will be based on the individual's qualifications and experience.

Merit Criteria:

Qualifications and Experience

- Post Graduate degree in Earth Science, Social Science or equivalent qualification and two (2) years subject matter experience gained through service within a disaster management or civil defense organization or affiliated organizations.
- Project management certification or at least two (2) years project management work experience in a disaster management agency or similar organization.

Knowledge and Skills

- Ability to efficiently utilize word-processing, database management and spreadsheet software programmes
- Proven capacity to work with and establish working relationships with communities, community development agencies, government (at all levels) and non-government representatives.
- Ability to communicate and relate effectively with persons at all levels
- Report writing, data acquisition and analysis skills
- Good interpersonal skills and communications
- A good working knowledge of disaster, environment, and project management issues
- Knowledge of Microsoft project software

Language Requirements:

Proficient in the use of English.

Information Notes:

1. Candidates must clearly demonstrate in writing that they meet all of the above criteria. Failure to do so may result in your application not receiving further consideration.
2. Candidates not resident in Saint Lucia must agree to relocate to Saint Lucia. Interview and relocation expenses will be reimbursed in keeping with programme institutional arrangements.

Applications:

Applications should be sent via e-mail to oesec@oeecs.org by **31st October, 2008**. Applications should include Curriculum Vitae stating nationality as well as the contact information of the present or most recent employer and that of two referees. Copies of relevant certificates should be submitted with applications.

Applications may also be addressed to the Secretariat for the attention of: **The Human Resources Officer, Post of Programme Officer (Disaster Management), OECS Secretariat, Morne Fortuné, P.O. Box 179, Castries, Saint Lucia.**

The Secretariat wishes to thank all applicants for their interest in the post, but it will be able to acknowledge only those applications under consideration.

JOB DESCRIPTION – PROGRAMME OFFICER

1.0 FUNCTIONAL RELATIONSHIPS

Reports to the Head of the Environment and Sustainable Development Unit, and works in close collaboration with the Programme Officer responsible for Disaster Management and Sustainable Livelihoods and other programme staff of the OECS Secretariat. The Head of the Environment and Sustainable Development Unit will be the Technical Director of the project.

2.0 SUMMARY

The Programme Officer will work under the day to day supervision of the Programme Officer responsible for Disaster Management and Sustainable Livelihoods and will be responsible to support the OECS Participating States in the technical and logistical arrangements under the programme which seek to advance CDM implementation at the national level. In these duties, the Programme Officer will be responsible to ensure that national related activities are executed in the stipulated timeframes.

3.0 DUTIES AND RESPONSIBILITIES

Specifically, the Programme Officer:

- 3.1 Ensures the orderly operation of the programme, in line with established procedures and within established budgets. This includes *inter alia*, the ordering of equipment and supplies, monitoring of expenditures, ensuring that donor inputs are properly accounted for and arrangements for payment of recurrent and other expenditures are timely.
- 3.2 Ensures that technical documents of the programme are fully reviewed and assessment reports prepared and discussed.
- 3.3 Prepares programme implementation reports and schedules for submission to the OECS Secretariat-ESDU, collaboration partners, and Funding Agencies.
- 3.4 Liaises with collaborating partners for the execution of activities relating to the programme.
- 3.5 In collaboration with the OECS Secretariat-ESDU Programme Officer and other OECS Secretariat staff, ensures that the relevant contracts relating to terms and conditions of work solicited for assigned programme activities are available.
- 3.6 Consults with the programme's Accounts Officer and other accounting personnel on the Programme Budgets and disbursement processes.

- 3.7 Consults with the programme's Accounts Officer and other accounting personnel on the preparation of vouchers for approval and the payment of programme expenditure.
- 3.8 Provides technical support to planning meetings related to the programme.
- 3.9 Assists the programme's Accounts Officer in administering the financial elements of the programme to facilitate timely disbursements and maintenance of computerized financial records
- 3.10 Identifies and recommends consultants to carry out specific tasks related to the programme.
- 3.11 Prepares the Terms of Reference and Performance Contracts for selected consultants and the facilitation of institutional arrangements that would facilitate the work of the consultants in the field.
- 3.12 Monitors the execution of performance contracts and proposes contract amendments where necessary.
- 3.13 Coordinates administrative arrangements for technical and training meetings/workshops and other activities relating to the programme and assist with the timely preparation of reports there from. This includes support to meetings of the Programme Management Advisory Committee (MAC), the Comprehensive Disaster Management Coordination and Harmonization Council (CDM CHC), and the OECS Secretariat-ESDU Technical Advisory Committee (TAC) and the Ministers Environmental Policy Committee (EPC).
- 3.14 Liaises with development partners to ensure adequate and timely technical inputs in the roll out of the programme.
- 3.15 Participates in and prepares reports of meetings, workshops and simulation exercises organized by the agency as requested.
- 3.16 Prepares the development of Project proposals as required.
- 3.17 Prepares Progress Reports based on established standards
- 3.18 Provides support in the maintenance of programme records and documentation
- 3.19 Assists in monitoring timelines and costs to ensure that activities are implemented in a timely and cost effective manner
- 3.20 Prepares and submits Monthly Activity Reports to the OECS Secretariat-ESDU.
- 3.21 Represents the OECS Secretariat-ESDU at local or out-of-state meetings as requested.
- 3.22 Performs such other job-related duties as may be assigned from time to time by the OECS Secretariat-ESDU Head of Unit or other duly authorized staff member in his absence.

4.0 CONDITIONS

- 4.1 General administrative office accommodation provided
- 4.2 Institutional support provided through documented rules and regulations, general policy guidelines and through access to available relevant information, resources and facilities
- 4.3 Position requires periods of travel to OECS and CDERA member states as well as other destinations
- 4.4 Subject to general service conditions applicable to established staff members of the Agency
- 4.5 Required to maintain current knowledge of the responsibilities of other agencies and organizations with regional disaster management agencies

5.0 EVALUATION CRITERIA

The performance plan will include performance objectives and job standards including:

- 5.1 Demonstrated administrative and human management skills
- 5.2 Timely completion of assignments and reports and ability to meet deadlines
- 5.3 Technical accuracy and general quality of assignment
- 5.4 Knowledge and understanding of and the effective application of the Agency's policies and objectives
- 5.5 Teamwork
- 5.6 Reliability and initiative
- 5.7 Communication Effectiveness
- 5.8 Timely completion and submission of Monthly Activity Reports and Progress Reports