



CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY

JOB DESCRIPTION

Position Title:	Executive Director
Division:	Office of the Executive Director (OED)
Reports To:	The Chairman of Council
Direct Reports:	Deputy Executive Director (DED) Chief Accountant Human Resources & Administration Manager Information & Communications Technology Manager Planning and Business Development Manager Senior Programme Officer - Research Executive Assistant
Date Revised:	April 2020

1.0 FUNCTIONAL RELATIONSHIPS

The Executive Director (ED) will report to the Council and liaise with the Management Committee of Council (MCC) and the Technical Advisory Committee (TAC). He/she will be assisted by the Deputy Executive Director (DED), who will manage the Disaster Management program. In addition, further support will be provided by the Planning & Business Development Manager and the Executive Assistant

2.0 SUMMARY

The ED is responsible for the provision of overall direction and leadership to the CDEMA and for implementing the organization's policy through Programme Management, including strategic planning, monitoring and evaluation, financial management, and resource allocation. The ED will have overall responsibility for the management of the organization ensuring accountability and good governance. Significant effort will be concentrated on the development and promotion of the organization including the political responsibilities and networking for resource mobilization while supporting the DED and other direct reports in their respective roles.

3.0 DUTIES AND RESPONSIBILITIES

Specifically, the Executive Director will be required to:

- 3.1 Manage and implement the policies of CDEMA
- 3.2 Manage the activities and programmes of CDEMA
- 3.3 Exercise control of the revenues and expenditures of CDEMA as approved by the Council
- 3.4 Ensure that correct procedures are followed with respect to all matters within the competence of CDEMA
- 3.5 Ensure the administrative budget is prepared biennially
- 3.6 Oversee the accounts of CDEMA to be audited annually by the external auditors and approved by the MCC
- 3.7 Submit annually the audited financial report of CDEMA to the Council for its consideration
- 3.8 Submit an annual report to the Council on the work of CDEMA
- 3.9 Appoint the staff of the CU except the DED in conjunction with the Human Resources and Administration Department
- 3.10 Determine the terms and conditions of service of staff, subject to the approval of the MCC.
- 3.11 Oversee the performance of any other function or duty in pursuance of the objectives of the CDEMA Agreement
- 3.12 Take lead responsibility and accountability for Resource Mobilization strategic planning and business development.
- 3.13 Provide leadership in partnerships and stakeholder relationships and corporate communications.

4.0 CONDITIONS

- 4.1 General administrative office accommodation provided
- 4.2 Position requires periods of travel to CDEMA Participating States as well as other destinations.
- 4.3 Institutional support provided through documented rules and regulations general policy guidelines and through access to available relevant information, resources and facilities.
- 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 organization with disaster management responsibilities.

5.0 EVALUATION CRITERIA

Work performance will be evaluated based on performance standards established in the performance plan developed and agreed by Council. The performance plan will include performance objectives and job standards including:

- 5.1 Planning and Governance
- 5.2 Monitoring and Evaluation
- 5.3 Financial Management and Budgeting
- 5.4 Resource Mobilization & negotiation
- 5.5 Human Resources Management
- 5.6 Products/Services Programme Development
- 5.7 Facilities planning, development, maintenance.
- 5.8 Communication Effectiveness
- 5.9 Timely completion and submission of Agency reports
- 5.10 Demonstrated technical, administrative and human management skills
- 5.11 Knowledge and understanding of and the effective application of the Agency's policies and objectives
- 5.12 Projects, Programmes and Technical problems handled and the overall effectiveness of measures implemented to resolve them.

6.0 QUALIFICATIONS AND EXPERIENCE

- 6.1 Masters degree in Disaster Management, Geo-Sciences, Earth Science, or Environment Management
- 6.2 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.
- 6.3 At least ten (10) years experience in planning, implementing and evaluating Disaster Management programmes
- 6.4 Minimum of five (5) years experience in project management.
- 6.5 Experience in Resource Mobilization
- 6.6 Experience in policy formulation

7.0 REQUIRED COMPETENCIES

- 7.1 Excellent knowledge and understanding of regional disaster management systems
- 7.2 Demonstrated understanding of inter-governmental, regional and international institutions and systems

- 7.3 Extensive knowledge of current management trends and best practices, including change management and leadership development
- 7.4 Excellent knowledge of Strategic Planning
- 7.5 Excellent knowledge of programme management and evaluation, project management including project planning and development, programme budgeting and Results-Based Management
- 7.6 Demonstrated evidence of creative thinking and visionary leadership.
- 7.7 Excellent oral and written command of the English language.
- 7.8 Proficiency in a foreign language would be an asset
- 7.9 A capacity for independent thought and action and the ability to render professional advice
- 7.10 Excellent negotiating and networking skills
- 7.11 Strong analytical/problem solving and interpersonal skills
- 7.12 Successful track record of team management and leadership
- 7.13 Knowledge and effective use of computerized systems
- 7.14 Appreciation of workplace diversity