

## **VACANCY: CDM CONFERENCE ASSISTANT**

<b>Competition Reference Number</b>	CDERA-CU / CIDA-DFID / 002
<b>Deadline Date for Application</b>	Friday 3 <sup>rd</sup> October 2008
<b>Salary Grade</b>	J7
<b>Duration</b>	6 months
<b>Location</b>	Bridgetown, Barbados – <b>LOCAL HIRE POSITION</b>
<b>Organization</b>	Caribbean Disaster Emergency Response Agency

### **Open To:**

All employees of CDERA Coordinating Unit and to the general public.

### **Salary and Benefits:**

CDERA offers an attractive benefits package. The salary will be based on the individual's qualifications and experience. The salary range for this position is J7 in the CDERA scalar salary schedule.

### **Merit Criteria:**

#### **Qualifications and Experience**

- A qualification in Events Management or a minimum of three (3) years professional experience would be a distinct asset.
- Passes in at least five (5) CXC or GCE O' levels subjects, including English Language.

#### **Knowledge and Skills**

- Required to be proficient in the use of general office equipment - i.e. computer, fax, typewriter, photocopier etc.
- Ability to efficiently utilize word processing, database management, spreadsheet software programmes.
- Effective organization skills.
- Strong report writing skills.
- Effective communication and negotiation skills

#### **Language Requirements:**

Good knowledge of English.

#### **Conditions of Employment:**

Preference will be given to citizens and permanent residents of CARICOM countries.

#### **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. Send your application, including Resume, two (2) testimonials and copies of certificates via email to [cdera@caribsurf.com](mailto:cdera@caribsurf.com) or fax number 246-425-8854. Quote selection process number is: CDERA-CU / CIDA-DFID / 002
3. Acknowledgement of receipt of applications will not be sent. We would like to thank all candidates who apply as only those selected for an interview will be contacted.

## **JOB DESCRIPTION – CDM CONFERENCE ASSISTANT**

### **1.0 FUNCTIONAL RELATIONSHIPS**

The successful candidate will work under the direction of the CDM Conference Coordinator and will report to the Technical Manager, Preparedness and Country Support. The incumbent will be expected to collaborate with CDERA Coordinating Staff and CDM Partners as required.

### **2.0 SUMMARY**

The successful candidate will be expected to assist the CDM Conference Coordinator to facilitate the smooth, timely and professional organization of the CDM Conference 2008. In that regard, the reliable flow of information amongst the CDM Strategic Planning Committee and associated Sub Committees will be critical.

### **3.0 DUTIES AND RESPONSIBILITIES**

#### **3.1 Conference Support**

- a. Attend meetings of the CDM Conference 2008 Sub Committees, prepare accurate minutes of meetings and arrange for circulation of documents as required;
- b. Prepare and disseminate conference correspondence to delegates and presenters and follow up as directed;
- c. Organise travel, accommodation and DSA for sponsored delegates attending the Conference.
- d. Liaises with Conference Venue on logistical arrangements for the Conference as directed;
- e. Assistance with rationalizing the Conference secretariat and registration process.
- f. Prepares and dispatches correspondence, parcels and other official messages and maintains proper records of all incoming and outgoing correspondence
- g. Sources and orders conference materials and paraphernalia
- h. Performs such other job-related duties as may be assigned from time to time by the CDM Conference Coordinator.
- i. General support during the operation of the Conference (8-12, December). This will include out of normal hours working.
- j. Assist with the evaluation of the CDM Conference 2008 and the production of the final report.
- k. Initiate the planning process for the CDM Conference 2009 incorporating lessons identified from the 2008 conference.

### **4.0 CONDITIONS**

General administrative office accommodation provided.

- 4.1 Expected to take proper care of office equipment in use - computer, photocopier, typewriter and fax machine.
- 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 Subject to general service conditions applicable to established staff of the Agency.

## 5.0 EVALUATION CRITERIA

Work performance will be evaluated on the delivery of the following:

1. Minutes of CDM Conference Sub Committee Meetings
2. CDM Conference convened during December 8-12, 2008
3. Filing completed on a fortnightly basis.
4. Activity reports provided monthly
5. Responsiveness and flexibility in handling assignments.
6. Demonstrated ability, commitment and exercise of initiative.