



Vacancy Notice:
CDEMA Coordinating Unit
TEMPORARY FACILITIES ASSISTANT/RELIEF DRIVER

Competition Reference No.	CDEMA-CU/ADMIN/35
Application Deadline	November 14, 2025
Location	Bridgetown, Barbados
Organization	Caribbean Disaster Emergency Management Agency, Coordinating Unit (CDEMA CU)

The CDEMA Coordinating Unit (CU) is inviting applications for the position of **Temporary Facilities Assistant/Relief Driver** who will be responsible for providing transportation services, assist with general office tasks, provide basic office maintenance services and ensure that the Agency's vehicles are properly maintained.

Open To:

Applications for this post are open to employees of the CDEMA CU and all citizens and permanent residents of Barbados.

Compensation:

The compensation will be based on the individual's qualifications and experience.

Merit Criteria:

1.0 QUALIFICATIONS AND EXPERIENCE

- 1.1 At least completion of primary school education.
- 1.2 At least 3 years' experience in a similar position.
- 1.3 Possession of valid driver's license.
- 1.4 Basic maintenance experience would be an asset.
- 1.5 Must possess a clean driving record.
- 1.6 Recent Police Certificate of Character.

2.0 KNOWLEDGE AND SKILL REQUIREMENTS

- 2.1 Knowledge of current local traffic laws.
- 2.2 Good communication skills.
- 2.3 Basic computer literacy.

- 2.4 Demonstrated team player.
- 2.5 Good organizational and time management skills.
- 2.6 Punctual, dependable and professional demeanour.
- 2.7 Appreciation of workplace diversity.

Information Notes:

1. Interested candidates must clearly demonstrate in writing that they have met all the criteria outlined above. Not doing so may result in your application not receiving further consideration.
2. Please send your applications, including your resume and cover letter, three (3) reference letters and copies of your qualifications/certificates via email to hr@cdema.org quote selection process number: CDEMA-CU/ADMIN/35
3. CDEMA takes this opportunity to thank all candidates who apply, as only those selected for an interview will be contacted.