



CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY

JOB DESCRIPTION

Position Title: Programme Officer – Education and Training

Division/Dept: Technical Programme Management Division (TPMD)

Reports to: Education and Training Specialist

Direct Reports: N/A

Date: February 2026

1.0 FUNCTIONAL RELATIONSHIPS

The Programme Officer works under the direction of and reports to the Education and Training Specialist and collaborates with staff of the Technical Programming Management Division (TPMD), and other staff of the CDEMA Coordinating Unit (CU).

2.0 SUMMARY

The Programme Officer shall be responsible for providing technical and operational support across the Education and Training Programme, contributing to the implementation of training, capacity development, monitoring and reporting activities, and related initiatives under the guidance of the Education and Training Specialist (ETS) and collaborate closely with staff of the CDEMA Coordinating Unit, Participating States, and development partners as appropriate.

3.0 DUTIES AND RESPONSIBILITIES

Specifically, the Programme Officer will provide technical and operational support across the Education and Training Programme, including but not limited to the following areas:

3.1 Training Development and Coordination

3.1.1 Supporting the development, coordination and delivery of training programmes in online, face-to-face and blended modalities.

3.1.2 Supporting the implementation of training needs assessments and related

analyses.

- 3.1.3 Supporting the expansion of informal and self-directed learning initiatives, including micro-learning activities.
- 3.1.4 Supporting the development of competency frameworks, standards and guidance for DRM education and training.

3.2 Regional Training Centre (RTC) Operations

- 3.2.1 Supporting the day-to-day operations of the CDEMA Regional Training Centre (RTC).
- 3.2.2 Supporting accreditation processes for the RTC, including preparation of documentation and coordination of related activities.
- 3.2.3 Supporting the maintenance of the RTC website, including preparation and updating of content.
- 3.2.4 Supporting coordination and documentation for meetings of the RTC Advisory Committee and the Education Sector Sub-Committee.

3.3 Monitoring, Evaluation, Reporting and Data Management

- 3.3.1 Supporting documentation of alignment between E&T activities, the Regional CDM Strategy 2014 – 2030, the CDEMA CU Strategic Plan 2022 - 2027, and the RTC Strategic Plan 2025 - 2030.
- 3.3.2 Supporting the collection, management and analysis of training and other programme implementation data.
- 3.3.3 Supporting monitoring and reporting against E & T indicators in regional and organisational level strategic frameworks.
- 3.3.4 Contributing to monthly, quarterly and annual reporting on the CDEMA CU Work Programme.

3.4 Thematic and Sectoral Programme Support

The Programme Officer will support the implementation of thematic and sectoral initiatives under the Education and Training Programme, which may include but are not limited to education sector resilience and school safety, through the following activities:

- 3.4.1 Supporting the preparation and updating of implementation plans for sector-specific and thematic initiatives, including the school safety programme.

- 3.4.2 Reviewing technical documents and guidance materials related to DRM education and sectoral resilience.
- 3.4.3 Supporting the development and delivery of capacity-building activities for national stakeholders, including training for teachers, education officials and disaster management practitioners.
- 3.4.4 Supporting the development of technical guidance notes, tools and model documents related to disaster risk management (DRM) education and sectoral initiatives, the Safe Schools Programme and the Caribbean Safe Schools Initiative (CSSI).
- 3.4.5 Supporting awareness-raising, advocacy and communication activities related to education and DRM, in collaboration with the Communications and Public Relations Specialist (CPRS).

3.5 Partnerships and Coordination

- 3.5.1 Supporting coordination of meetings, workshops and forums related to education, training and sectoral initiatives, including the Caribbean Safe Schools Initiative (CSSI), the Education Sector Sub-Committee (ESSC) and its Safe Schools Working Group (SSWG) and the RTC Advisory Group (RTAG).
- 3.5.2 Supporting the preparation of briefing notes, presentations and meeting records for the above noted activities, as required.
- 3.5.3 Supporting engagement and liaison with Participating States and development partners to advance Education and Training activities.

3.6 Resource Mobilisation and Project Support

- 3.6.1 Assisting with the preparation of project proposals, concept notes and briefs to support the Education and Training Programme.
- 3.6.2 Supporting procurement processes for goods and services related to E&T initiatives, including:
 - Preparation of Terms of Reference for consultants.
 - Technical review of consultants' deliverables.
 - Monitoring the progress of contracted activities and supporting contract administration.

3.7 Participating in disaster response activities of the Agency, as required.

3.8 Undertaking travel in support of programme implementation, as necessary.

- 3.9 Performing other related duties consistent with the scope of the assignment, as directed by the ETS, Deputy Executive Director and the Executive Director.

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 CDEMA Participating 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

Work performance will be evaluated based on performance standards established in the performance plan developed with the immediate supervisor. The performance plan will include performance objectives and job standards including:

- 5.1 Quality, accuracy and timeliness of technical outputs.
- 5.2 Ability to manage multiple tasks and meet deadlines.
- 5.3 Effectiveness of data collection, analysis and reporting.
- 5.4 Communication effectiveness (written and oral).
- 5.5 Flexibility, adaptability and responsiveness to programme needs.
- 5.6 Ability to work independently while collaborating effectively with stakeholders.

6.0 QUALIFICATIONS AND EXPERIENCE

- 6.1 Bachelor's degree in Geography, Disaster/Emergency Management, Climate Change, Education, Project Management or related discipline.
- 6.2 Qualifications in Earth Sciences, Environmental Planning, Disaster Management, Physical Sciences or Education are desirable.
- 6.3 Certification in Adult Education, Instructional Design, or Curriculum

Development is highly desirable.

- 6.4 At least 5–7 years of experience working within the Caribbean region, ideally with exposure to the Comprehensive Disaster Management (CDM) strategy.
- 6.5 Additional skills are assets, including graphic or web design, data visualization, multimedia production, communications, photography, or course authoring software.

7.0 SKILLS, KNOWLEDGE AND ABILITIES

- 7.1 Good knowledge of project management and evaluation, including Project planning and development, programme budgeting and Results Based Management.
- 7.2 Knowledge of disaster management systems and issues within the Caribbean.
- 7.3 Sound knowledge of project management issues.
- 7.4 Good networking skills.
- 7.5 Possess digital and technical skills in data management and learning platforms.
- 7.6 Possess critical thinking and problem-solving skills.
- 7.7 Ability to communicate effectively with persons at all levels.
- 7.8 Excellent planning and organizational skills including event and conference management.
- 7.9 Ability to manage multiple priorities.
- 7.10 Knowledge and effective use of computerized systems.
- 7.11 Flexibility & Reliability.
- 7.12 Demonstrated team player.
- 7.13 Appreciation of workplace diversity.