



CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY

JOB DESCRIPTION

Position Title:	Monitoring Officer, CDEMA CU
Office/Department:	Office of the Executive Director (OED)/Planning & Business Development Department
Duty Station:	CDEMA Coordinating Unit, Barbados
Key Responsibilities:	Support for Regional Monitoring and Internal Programme and Project Performance Monitoring using Results-Based Management
Reports To:	Planning and Business Development Manager (PBDM)
Direct Reports:	N/A
Date Revised:	July 2026

1.0 BACKGROUND

The Caribbean Disaster Emergency Management Agency (CDEMA) is the regional inter-governmental agency responsible for coordinating disaster risk management across its Participating States. Guided by the Comprehensive Disaster Management (CDM) Strategy and the CDEMA Strategic Plan, the Agency is committed to strengthening accountability, results-based management, evidence-informed decision-making, and organizational learning.

The Monitoring Officer will support the strengthening of monitoring systems across the CDEMA Coordinating Unit (CU), this includes the Comprehensive Disaster Management (CDM) Strategy across Participating States and regional partners and the CDEMA CU multi-year work programme; this includes monitoring support to donor-funded projects, ensuring compliance with project performance frameworks, donor reporting requirements, and organizational monitoring standards. The position therefore supports both internal organizational performance monitoring and external monitoring and reporting to development partners and governing bodies.

Employee:.....

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2.0 FUNCTIONAL RELATIONSHIPS

Reports to the Planning and Business Development Manager (PBDM). Works in close collaboration with the Technical Officers and Project Officers and other staff of the CDEMA Coordinating Unit (CU).

3.0 SUMMARY

The Monitoring Officer (MO) will support the Planning and Business Development Manager (PBDM) in the monitoring and reporting for the CDEMA CU Work Programme, Comprehensive Disaster Management (CDM) Strategy and the broader monitoring requirements for CDEMA CU implemented projects.

4.0 DUTIES AND RESPONSIBILITIES

Specifically, the Monitoring Officer will undertake the following functions:

Monitoring Systems

- 4.1 Support the development, implementation and strengthening of monitoring systems across the CDEMA Coordinating Unit at both programme and project levels.
- 4.2 Support the strengthening of monitoring systems for implementation of the Comprehensive Disaster Management (CDM) Strategy across CDEMA Participating States and sector partners.
- 4.3 Review and recommend improvements to monitoring methodologies, tools, performance indicators and reporting processes .

Performance Monitoring

- 4.4 Support monitoring and reporting on implementation of the CDEMA Strategic Plan and the Comprehensive Disaster Management Strategy against approved indicators and targets.
- 4.5 Produce performance summaries, dashboards, scorecards, visualizations and infographics to communicate programme performance.
- 4.6 Support the implementation of the CDEMA Learning Plan, capturing lessons and strengthening feedback arrangements to improve processes and implementation modalities.

Capacity Building Support

- 4.7 Provide technical support to programme teams in the collection, validation and analysis of monitoring data.
- 4.8 Support strengthening of monitoring capacities of programme staff and Participating States through guidance, tools and technical assistance.

- 4.9 Support the development of project monitoring templates, reporting tools and data collection instruments aligned with the Agency Work Programme
- 4.10 Support the monitoring of compliance with donor reporting requirements, timelines and implementation procedures.

Agency Reporting and Responsibilities

- 4.11 Support the preparation of quarterly and annual reports in accordance with approved work plans.
- 4.12 Support the production of the Caribbean Assessment Report (CAR).
- 4.13 Prepare and submit monthly and other reports to the PBDM in keeping with a predefined work plan and as required.
- 4.14 Participate in disaster response activities of the agency, as may be required.
- 4.15 Performs such other job-related duties as may be assigned from time to time by the Planning and Business Development Manager or other duly authorized staff member in her absence.

5.0 CONDITIONS

- 5.1 General administrative office accommodation provided.
- 5.2 Institutional support provided through documented rules and regulations, general policy guidelines and through access to available relevant information, resources and facilities.
- 5.3 Position may require periods of travel to CDEMA member states as well as other destinations.
- 5.4 Subject to general service conditions applicable to established staff members of the Agency.
- 5.5 Required to observe the Agency's Staff Rules & Regulations.
- 5.6 Required to maintain current knowledge of the responsibilities of other agencies and organizations with regional disaster management agencies.

6.0 EVALUATION CRITERIA

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

- 6.1 Demonstrated project, administrative and human management skills
- 6.2 Timely completion of assignments and reports and ability to meet deadlines
- 6.3 Technical accuracy and general quality of assignment
- 6.4 Knowledge and understanding of and the effective application of the Agency's policies and objectives
- 6.5 Teamwork

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- 6.6 Reliability and initiative
- 6.7 Communication Effectiveness
- 6.8 Timely completion and submission of Monthly Activity Reports and assigned Progress Reports

7.0 QUALIFICATIONS AND EXPERIENCE

- 7.1 A Bachelors' degree in Management, Economics, Social Sciences, Business Administration, or related field.
- 7.2 Certification in monitoring and evaluation would be an asset..
- 7.3 At least 5 years' experience in the design and implementation of M & E in development projects or programmes preferably at the national, regional, or international level.
- 7.4 Experience in designing tools and strategies for data collection, analysis, and production of reports.
- 7.5 Experience analysing quantitative and qualitative performance data.
- 7.6 Experience preparing technical reports for senior management and development partners.

8.0 SKILLS, KNOWLEDGE AND ABILITIES

- 8.1 Results-Based Management (RBM), Monitoring and Evaluation methodologies and Performance Measurement Frameworks
- 8.2 Proficiency in relevant software applications including Microsoft Office Suite and Statistical analysis applications
- 8.3 Proposal writing, report writing, data acquisition and analysis skills.
- 8.4 A good working knowledge of disaster and project management issues.
- 8.5 Knowledge of the Comprehensive Disaster Management Strategy would be a distinct asset.
- 8.6 Ability to provide training and facilitate workshops.
- 8.7 Excellent communication skills (spoken, written, and presentation) and ability to communicate and relate effectively with persons at all levels.
- 8.8 Ability to effectively handle multiple tasks without compromising quality, team spirit and positive working relationships.
- 8.9 Excellent interpersonal skills
- 8.10 Excellent negotiation, diplomacy, and advocacy skills
- 8.11 Flexibility and adaptability
- 8.12** Appreciation of workplace diversity.

Employee:.....

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