

Vacancy Notice:
CDEMA Coordinating Unit
EXECUTIVE ASSISTANT

Competition Reference No.	CDEMA-CU/ADMIN/37
Application Deadline	August 28, 2026
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 **Executive Assistant** who will be responsible for providing high level executive and administrative support to the Executive Director. The Executive Assistant serves as the primary point of contact for internal and external stakeholders/customers on all matters pertaining to the Office of the Executive Director. The Executive Assistant also serves as a liaison to the senior management team and staff of the CDEMA CU. The incumbent is expected to be diplomatic, creative, results-driven and have an in-depth and detailed knowledge and understanding of those areas for which the Executive Director has responsibility. He/she will have the ability to work independently and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Open To:

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

Compensation:

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

Merit Criteria:

1.0 QUALIFICATIONS AND EXPERIENCE

- 1.1 First Degree in Business Administration or Administrative Management or related field.
- 1.2 Certified Professional Secretary (CPS), Certified Administrative Professional (CAP), or equivalent qualification would be an asset.
- 1.3 At least ten (10) years administrative work experience, with five (5) years post-qualification experience providing support at an executive level in a similar capacity.
- 1.4 Experience in preparing meeting reports.

2.0 KNOWLEDGE, SKILLS AND ABILITIES

- 2.1.1 Office management principles and procedures.
- 2.1.2 Program and administrative management.
- 2.1.3 Project management principles would be an asset.
- 2.1.4 Relevant computer applications including MS Office Suite.
- 2.1.5 Records management and maintenance.
- 2.1.6 Calendar management including the coordination of complex executive meetings.
- 2.1.7 Creation of PowerPoint presentations for executives.
- 2.1.8 Strong interpersonal skills and the ability to build relationships with internal and external stakeholders.
- 2.1.9 Effective interpersonal, oral and written communication.
- 2.1.10 Strong planning and organizational skills.
- 2.1.11 Resourceful team player.
- 2.1.12 Work effectively with a wide range of stakeholders in a diverse community.
- 2.1.13 Coordinate, perform and prioritize multiple assignments with excellent attention to detail.
- 2.1.14 Investigate and analyze information to draw conclusions.
- 2.1.15 Make administrative and procedural decisions and judgments on sensitive, confidential issues.
- 2.1.16 Foster a cooperative work environment.
- 2.1.17 Maintain confidentiality.
- 2.1.18 Analyze and solve problems.
- 2.1.19 Demonstrate a very high level of customer service and responsiveness.
- 2.1.20 Meet deadlines in a high pressure, fast-paced environment.
- 2.1.21 Appreciate workplace diversity.
- 2.1.22 Fluency in a foreign language (Spanish/French) would be an asset.

Information Notes:

1. Candidates must clearly demonstrate in writing that they have met all the criteria. Failure to do so may result in your application not receiving further consideration.
2. Send applications, including resume, three (3) testimonials and copies of certificates via email to hr@cdema.org quote selection process number: **CDEMA-CU/ADMIN/37**



3. Acknowledgement of receipt of applications will not be sent. CDEMA would like to thank all candidates who apply, as only those selected for an interview will be contacted.