

Vacancy Notice:
CDEMA Coordinating Unit
MONITORING OFFICER

Competition Reference No.	CDEMA-CU/ADMIN38
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 **Monitoring Officer** who 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. The incumbent's responsibility will also encompass 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.

Open To:

Applications for this post are open to employees of the CDEMA CU and 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 A bachelor's degree in management, Economics, Social Sciences, Business Administration, or related field.
- 1.2 Certification in monitoring and evaluation would be an asset.
- 1.3 At least 5 years' experience in the design and implementation of Monitoring & Evaluation (M&E) in development projects or programmes preferably at the national, regional, or international level.

- 1.4 Experience in designing tools and strategies for data collection, analysis, and production of reports.
- 1.5 Experience analysing quantitative and qualitative performance data.
- 1.6 Experience preparing technical reports for senior management and development partners.

2.0 KNOWLEDGE, SKILLS AND ABILITIES

- 2.1 Results-Based Management (RBM), Monitoring and Evaluation methodologies and Performance Measurement Frameworks.
- 2.2 Proficiency in relevant software applications including Microsoft Office Suite and Statistical analysis applications.
- 2.3 Proposal writing, report writing, data acquisition and analysis skills.
- 2.4 A good working knowledge of disaster and project management issues.
- 2.5 Knowledge of the Comprehensive Disaster Management Strategy would be a distinct asset.
- 2.6 Ability to provide training and facilitate workshops.
- 2.7 Excellent communication skills (spoken, written, and presentation) and ability to communicate and relate effectively with persons at all levels.
- 2.8 Ability to effectively handle multiple tasks without compromising quality, team spirit and positive working relationships.
- 2.9 Excellent interpersonal skills.
- 2.10 Excellent negotiation, diplomacy, and advocacy skills.
- 2.11 Flexibility and adaptability.
- 2.12 Appreciation of workplace diversity.

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/ADMIN38.
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.