

Vacancy Notice:

CDEMA Coordinating Unit

PROGRAMME OFFICER – EDUCATION AND TRAINING

Competition Reference No.	CDEMA-CU/UNICEF/01
Application Deadline	March 01, 2026
Division/Department	Technical Programme Management Division (TPMD) – Education and Training

The CDEMA Coordinating Unit (CU) is inviting applications for the position of **Programme Officer – Education and Training** who will 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.

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 Bachelor's degree in Geography, Disaster/Emergency Management, Climate Change, Education, Project Management or a related discipline.
- 1.2 Qualifications in Earth Sciences, Environmental Planning, Disaster Management, Physical Sciences or Education are desirable.
- 1.3 Certification in Adult Education, Instructional Design, or Curriculum Development is highly desirable.
- 1.4 At least 5–7 years of experience working within the Caribbean region, ideally with exposure to the Comprehensive Disaster Management (CDM) strategy.

- 1.5 Additional skills are assets, including graphic or web design, data visualisation, multimedia production, communications, photography, or course authoring software.

2.0 KNOWLEDGE, SKILLS AND ABILITIES

- 2.1 Good knowledge of project management and evaluation, including Project planning and development, programme budgeting and Results Based Management.
- 2.2 Knowledge of disaster management systems and issues within the Caribbean.
- 2.3 Sound knowledge of project management issues.
- 2.4 Good networking skills.
- 2.5 Possess digital and technical skills in data management and learning platforms.
- 2.6 Possess critical thinking and problem-solving skills.
- 2.7 Ability to communicate effectively with persons at all levels.
- 2.8 Excellent planning and organisational skills including event and conference management.
- 2.9 Ability to manage multiple priorities.
- 2.10 Knowledge and effective use of computerized systems.
- 2.11 Flexibility & Reliability.
- 2.12 Demonstrated team player.
- 2.13 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/UNICEF/01.
3. CDEMA takes this opportunity to thank all candidates who apply, as only those selected for an interview will be contacted.