

# CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY



## Programme for Building Regional Climate Capacity in the Caribbean

### APPLICATION PROCESS

<b>Application Deadline</b>	12 June 2015
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Applications (cover letter, curriculum vitae, certificates, and contact information for three professional referees) should be addressed to:

David A. Farrell, Ph.D., P.G.  
Principal  
Caribbean Institute for Meteorology and Hydrology  
Husbands  
St. James  
Barbados

Applications can be sent via email to [hrdept@cimh.edu.bb](mailto:hrdept@cimh.edu.bb) with **BRCCC-2015 Programme Manager** in the Subject Line

**Only shortlisted candidates will be contacted for an interview**

# CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY



## Programme for Building Regional Climate Capacity in the Caribbean (BRCCC PROGRAMME)

### PROGRAMME MANAGER

### TERMS OF REFERENCE (TOR)

#### 1. INTRODUCTION

Climate change and increasing climate variability and their potential impacts have boosted society's demand for tailored climate products and services. The delivery of critical climate services on a sustained and timely manner to support adaptation to climate change and increasing climate variability requires:

- Advanced computational resources to support (i) research and development programmes that lead to the development and delivery of new products and services and (ii) timely delivery of existing products and services;
- Internal climate research and research collaborations with regional and international climate scientists to build competence and know-how;
- Frequent interactions with climate sensitive sectors to adequately assess demand and to gain feedback with regards to products and services delivered;
- IT expertise and infrastructure to support user interface platforms that facilitate development and delivery of information but also provide a mechanism for receiving feedback;
- Appropriate levels of competent staff with appropriate staff development programmes to ensure that staff maintain and where appropriate develop new competencies in response to changing demands and challenges;
- An effective administrative structure that provides the services required to facilitate the delivery of the technical programmes; and
- Adequate sources of funding to sustain and grow the technical programmes.

The Programme for Building Regional Climate Capacity in the Caribbean (BRCCC Programme) funded by the generous support of the American people through the United States Agency for International Development (USAID), executed by the World Meteorological Organization and implemented by the Caribbean Institute for Meteorology and Hydrology (CIMH); aims to assist the CIMH in building its institutional capacity and infrastructure to deliver climate products and services to climate sensitive sectors in the Caribbean region as part of its long term goal to become the WMO Regional Climate Centre (RCC) for the Caribbean.

## **2. ABOUT THE CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY**

CIMH is an Institution of the Caribbean Community and the technical Organ of the Caribbean Meteorological Organization and an affiliate of the University of the West Indies where its primary responsibility is the delivery of the B.Sc. programme in Meteorology in the Faculty of Pure and Applied Sciences. The mandate of CIMH is "to assist in improving and developing the Meteorological and Hydrological Services as well as providing the awareness of the benefits of Meteorology and Hydrology for the economic well-being of the CMO Member States. This is achieved through training, research, investigations, and the provision of related specialized services and advice".

CIMH is also recognized by the World Meteorological Organization (WMO) as:

- The WMO Regional Training Centre in the Caribbean for Meteorology and Hydrology and related disciplines.
- A Regional Instrument Centre for the Caribbean.
- Centre of Excellence in Satellite Meteorology Training;
- The WMO Regional Climate Centre for the Caribbean (currently in Demonstration Phase).

In addition, the CIMH is a repository for the climate data from CMO Member States. The CIMH is a leading centre in the Caribbean for research and development related to Meteorology, Hydrology, Agro-Meteorology and Climate. The CIMH supports hydro-meteorological risk impacts forecasting and agricultural risks forecasting. CIMH maintains strong collaborations with other Regional Institutions, national organizations in CMO Member States and the international community.

## **3. DESCRIPTION**

In their attempts to adapt to climate change and increasing climate variability, many of the region's governments have turned to Regional Institutions for creative strategies to risk inform their decision making processes and cost effective methodologies that support their adaptation processes. In response to this demand, Regional Institutions such as CIMH have been transitioning their focus and operations. In addition, institutions are transforming the way they do business as they are increasingly interfacing with regional and international development agencies, donor organizations and non-governmental organizations, to source funding to implement national and regional programmes that support building climate resilience at national and regional levels.

To attract increasing levels of funding to address regional demand for climate products and services, the CIMH is currently transitioning its administrative processes to better align with the fiduciary requirements of regional and international development agencies, donor organizations and non-governmental organizations. To support this effort, the CIMH is seeking the services of a **Programme Manager** to manage the BRCCC Programme. The successful candidate will be expected to manage all aspects of the programme implementation including coordinating the activities of the Programme Team.

#### 4. DUTIES AND RESPONSIBILITIES

The successful candidate will be stationed at the CIMH and will be responsible for the implementation of the BRCCC programme. Specific functions of the Programme Manager include but are not restricted to:

- Implementing the activities outlined in the programme implementation plan;
- Drafting Annual Work Plans;
- Ensuring that programme milestones and deadlines are met;
- Managing the financial resources of the programme;
- Monitoring, managing and reporting risks that may impact programme implementation;
- Managing the preparation and delivery of programme reports to the donor and execution agencies as well as to the Programme Steering Committee;
- Coordinating the preparation and management of contracts being executed under the programme;
- Maintaining strong relationships and good communications with the programme team at the CIMH, the Programme Steering Committee, the management of the CIMH, the donor and executing agencies as well as national and regional beneficiaries of the programme;
- Ensuring coordination support for projects, facilitate information sharing as well as coordinate activities amongst project stakeholders;
- Managing the programme implementation team at CIMH;
- Representing the programme at national, regional and international forums;
- Developing sustainability models for key programme activities;
- Oversee the programme evaluations and financial audits;
- Ensure effective project closure through:
  - Preparation of Final Reports
  - Notifying operational completion of the project to stakeholders
  - Transfer project assets and files
  - Share findings and outcomes with stakeholders
  - Finalization of all project activities

## **5. PROFESSIONAL REQUIREMENTS**

Applicants should possess a M.Sc. in Project Management with at least 10 years working on large regional programmes and at least 5 years managing such programmes. Experience managing programmes funded by international donor agencies, and in particular USAID, would be an asset. Candidates not possessing an M.Sc in Project Management but possessing appropriate professional designations and at least 10 years managing regional programmes are encouraged to apply for the position.

## **6. ADDITIONAL REQUIREMENTS**

The successful candidate should be:

- performance driven,
- able to work independently and,
- able to function in a highly dynamic and collaborative work environment.

It is expected that the successful candidate/consultancy will be able to demonstrate:

- Excellent writing, editing and oral communication skills;
- Experience working with integrated technical (natural and social sciences) teams;
- Excellent interpersonal and communication skills;
- The ability to meet deadlines;
- The ability to effectively interact with all levels in organizations including senior management;
- Strong analytical skills;
- General proficiency with software packages typically used in various aspects of programme management including office suites (Microsoft Office products including Microsoft Projects and/or Open Office and Libre Office);

## **7. REMUNERATION & BENEFITS**

Compensation will be commensurate with academic background and experience. The ideal candidate should be a mid-career professional. Health benefits are also available.

## **8. DURATION & EXPECTED START DATE**

The position is available from 1 June 2015 to 23 January 2017. An extension of the contract may be possible.

## **9. PLACE OF WORK**

The candidate is expected to reside in Barbados during the period of employment under the project. The CIMH is an equal opportunity employer.