Climate Resilience Execution Agency for Dominica (CREAD)

TERMS OF REFERENCE

Organizational Enhancement Specialist

DESCRIPTION

Following the devastation caused by Hurricane Maria in September 2017, the Government of the Commonwealth of Dominica (GoCD) established a specialized, autonomous entity, the Climate Resilience Execution Agency for Dominica (CREAD), to lead the thrust to make Dominica the first climate resilient nation in the world.

CREAD is funded by international development partners, and has a clear focus on identifying, prioritizing, developing and implementing transformational projects that build strong communities, a sustainable economy, durable infrastructure and critical supporting systems to make Dominica more resilient. It operates at the highest levels of professionalism, integrity and efficiency, and works closely with key strategic and operational partners from the public, private and social sectors to deliver results.

OBJECTIVES

The Organizational Enhancement Specialist will support Dominica’s public service on strengthening their policies, plans, systems, processes, structures and capacities such that, once CREAD’s four-year mandate has expired, line ministries and other government entities are able to develop and deliver high impact projects that support climate resilience, and other key national imperatives, efficiently and without support.

RESPONSIBILITIES:

- Works closely with stakeholders to develop a comprehensive perspective on status of critical policies, plans, systems, processes, structures and capacities. This will involve identifying backlogs the development, updating or approval of policies and plans; mapping procurement, recruitment and project management and other systems and processes; identifying gaps or inefficiencies in organizational structures of key ministries and other government entities that play a major role in the climate resilience agenda;
raises with CREAD CEO areas requiring attention, for example policies, plans and processes that require urgent attention in order to deliver on the climate resilience agenda, and work with CREAD team to close critical gaps;

Works closely with stakeholders to identify gaps or redundancies in human resource capacity based on the review of previous capacity needs assessments, gap analyses and action plans that have been developed for the public service, as well as the review of institutional strengthening recommendations and measures to improve efficiency and productivity;

Develops a comprehensive roadmap, and defines a practical “solutions kit” (for example, procurement manual, streamlined flow charts for certain processes, such as applications for building permits) to be implemented—with the support of specialized consulting firms—over the course of CREAD’s four-year mandate to strengthen Dominica’s broader public service;

Undertakes regular trainings of key public service personnel to improve performance in selected cross-cutting priority areas, including procurement, recruitment and project management, as well as sector-specific areas that are important for delivering on climate resilience agenda, such as permitting;

Meets regularly with public service leadership to identify areas where progress is being made, as well as areas where further support is needed;

Manages consultants responsible for delivering trainings to public service;

Performs other duties that may be assigned by the Chief Executive Officer or the Chief Operations Officer.

QUALIFICATIONS:

- A Master’s degree organizational improvement, public administration, public policy, social sciences or a related field;
- A minimum of fifteen years of relevant work experience in developing and/or delivering organizational improvement programmes including in the public service; work experience in the Caribbean is an advantage;
- Experience with leadership development;
- Expert skill in communicating persuasively with diverse audiences, ranging from policy-makers and corporate managers to grass roots community workers;
- Demonstrated ability to establish and maintain effective working relationships with a wide range of stake-holders;
- Sound judgment and the ability to work with minimal direction;
- Self-motivated, with the ability to work under pressure;
- Very strong communication skills;
- Fluency in English;
- Creative and pragmatic approach to problem solving;
- Well-organized and strong attention to detail.

CREAD VALUES:

Objectivity
Being consistently data-drive in its analysis, and impartial in its recommendations on the path forward for Dominica.

Commitment to Impact
Striving to make a difference in the lives of as many Dominicans as possible, and to leave a lasting legacy after CREAD’s 4-year life

**Transparency and Collaboration**
Operating with integrity and openness, such that Dominicans have insight into CREAD’s strategy, activities and performance. Working closely with critical segments of Dominican society to ensure that CREAD’s efforts are representative, relevant and impactful.

**Leadership**
Inspiring Dominicans, as well as people beyond our borders, to set stretch goals, ask hard questions, and take bold decisions that help achieve sustainable development and climate resilience.

**Good Citizenship**
Encouraging all staff to make a difference outside its business operations, by supporting activities that build stronger communities and protect the environment

**LOCATION, START DATE AND DURATION OF ASSIGNMENT**
The role will be based in Roseau, Dominica with an expected start date is 1 April 2019. The initial assignment will be for a period of two (2) years, with the possibility of renewal.

**EXPRESSION OF INTEREST**
Interested applicants should submit a cover letter motivating their application, a CV of no more than 4 pages, the names of two references (who would only be contacted if the application were to progress to final stage), by January 17, 2019 via email only to: hr@creadominica.org