

## **VACANCY ANNOUNCEMENT**

Applications are invited for filling up one post of Specialist-Capacity Building purely on contractual basis in the project titled “National Cyclone Risk Mitigation Project” at NIDM. For detailed vacancy notification and application form please visit **[www.nidm.gov.in](http://www.nidm.gov.in)**. Only short listed candidates will be called for interview. **Last date of submission of Application is 15 days from the date of advertisement.**

**Executive Director**

[Detailed ToR along with Application Form is placed below](#)

[Advertisement published in the Times of India on 16th November 2013](#)

# **NATIONAL CYCLONE RISK MITIGATION PROJECT**

**PIU, NATIONAL INSTITUTE OF DISASTER MANAGEMENT**

## **Terms of Reference**

**Specialist (Capacity Building, CB), Vacancies- 1**

**Essential Qualification:**

1. Post Graduate in Social Sciences/ Disaster Management.
2. Minimum 2 to 3 years working experience.
3. Knowledge of the Principles and Practices of Disaster Risk Management.
4. Working knowledge of Windows and know-how of secondary research.
5. Age should not be more than 40 years.

**Desirable/Preferable Qualification:**

1. The applicant should have knowledge of training and Capacity Building in Disaster Management
2. Experience of on ground disaster response and capacity building for different phases of DM cycle.
3. Knowledge of research/survey and Statistical modeling.
4. Possess Training skills and experience of Training Module development.

**Responsibilities:** The Specialist - CB shall:

- Examine the Expression of Interest, Project etc submitted for the study.
- Assist the Project Management Team in scrutinizing, supervising and managing including day-to-day functioning of the project.
- Collect and Compile various primary and recovery material needed for the study.
- Prepare monthly and Quarterly progress report and reviews.
- Organize meetings under the project.
- Build and maintain relationship with a range of key stakeholders.
- Provide consultant logistics and the support to conduct survey to assess the capacity needs of the areas specified.
- Project management and any other work given from time to time

**Time Period:** The Specialist – Capacity Building is being recruited for six months initially and may be renewed subject to the availability of funds/need of the Project.

The Salary for the Project Associate is Rs. 40,000 per month (Consolidated), with annual 20% increment.

The Institute reserves the right to restrict the number of candidates for test/ interview to a reasonable limit on the basis of qualification and experience, higher than those prescribed in this advertisement.

Application may be submitted in the format given below, addressed to Executive Director (Project Director NCRMP), NIDM within 15 days from the publication of this advertisement. No TA/DA shall be paid for attending the interview.

**National Institute of Disaster Management**

5B, IIPA Campus, IP Estate, Near ITO,

Mahatma Gandhi Road, New Delhi – 110 002.

**National Institute of Disaster Management**

(Ministry of Home Affairs)

## APPLICATION FORM

### **Specialist, Capacity Building, National Cyclone Risk Mitigation Project**

**INSTRUCTIONS:** Please fill up the form completely and clearly. Type or print in ink. If needed additional pages may be attached. Be sure to sign the application form with date.

**Name of the post:**

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**1. Full Name (as per Certificate):**

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Present Address:

Contact Details (Tel. & Fax No.)

Mobile Number:

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Mailing Address:

Email:

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Permanent Address:

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**2. (a) Place of Birth**

**(b) Date of Birth**

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**3. Sex (Check):**

Male ☐

Female ☐

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**4. Marital Status (Check): Married** ☐

Divorced ☐

Single ☐

Widowed ☐

Separated ☐

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**5. Educational details (Furnish details)**

**A. General Education: University/College Level**

Name and Place	Degree/Diploma	Year	Main Subject (s)

**B. Professional Education/Experience:**

**General Education: University/College Level**

Name and Place of Institute	Degree/Diploma	Year	Fields of study

**6. Language Proficiency (Check)**

	Speaking			Writing			Reading		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
English									
Hindi									

- 7. Employment Record:** Starting with your present or more recent post, list in reverse order every employment during the last ten years and any significant experience included in the period which you believe will be helpful in evaluating your records. Use a separate block for each post. Use additional sheets of paper as required.

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Date: Salaries per annum (Excl. Allowances) Exact Title of the post:

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Name of Supervisor Allowances, etc Duty Station:

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Name of the Employer: Total Tax Number and kind of employees supervised by you:

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Address of the Employer: Net Salary: Reason for leaving (If applicable)

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Description of your work:

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**8.** Have you any objections to making inquiries with your present employer?

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**9.** Reference: List three people not related to you who are familiar with your character and qualification.

Full Name	Address and Tel/e-mail	Occupation

I certify that the statements made by me in the foregoing items are true, complete and correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld from this form may provide grounds for the withdrawal of any offer of appointment or dismissal, if an appointment has been accepted.

Date:

Signature

Place:

Name in Block Letters: