

**National Institute of Disaster Management
(Ministry of Home Affairs)**

VACANCY ANNOUNCEMENT

Date: 03.02.2021

Applications are invited for the following positions in the National Institute of Disaster Management on contractual basis for its Child Centric-DRR Unit.

S.no.	Positions	Posts	Emoluments (Rs.) p.m.
1.	Junior Research Officer	Two*	Rs. 50,000/-

* One at NIDM, New Delhi and one at CCDRR unit at NIDM Southern Campus, Andhra Pradesh

2. The detailed ToRs for the above positions and prescribed format of application are placed below.

3. Interested candidates may send their application through email at **ccdrr.nidm@gmail.com** in the prescribed format latest by **14.02.2021**. Application received after the last date shall not be considered.

**Executive Director
NIDM**

**National Institute of Disaster Management
(Ministry of Home Affairs)**

Terms of Reference for Junior Research Officer, CCDRR

Duties & Responsibilities

- Assist in conducting academic and action oriented research to identify new areas of research in the context of Risk Governance, Disaster Risk Management
- Assist in organizing and conducting secondary and preliminary research
- Assist in organizing training and capacity building programs in the campus and in outreach program.
- Assist in organizing webinars & online training programs
- Assist in preparing working papers on relevant themes as required.
- Assist in development of training modules and conduct capacity building programs.
- Coordinate with various stakeholders for training & research.
- Assist the CC- DRR unit in the followings:
 - Preparing briefs and proposals for fund raising, RFP and EOI to enable the unit to be self-reliant
 - Helping in conducting preliminary reviews of draft documents such as Memorandum of Understanding (MoUs), Terms of Reference (ToR) etc.
 - Support in Administrative Training Institutes to conduct child related issues as per Core Commitment to Children for Humanitarian Action
- Any other task(s) assigned by the Project Director or the Executive Director

Qualifications & Experience

Essential

- Fluency in English, Hindi
- Master degree in Social Sciences/ Disaster Management/ Humanities/ Management/ Commerce
- At least 2 years of working experience in the field of Development/ Teaching/ Research

Desirable

- Proven record of successful interaction with individuals from a diverse array of backgrounds, including government officials, police, traditional leaders, women, the elderly, youth, CSOs, etc;
- Demonstrable experience conducting and analyzing field research and managing a local research team;

- In-depth understanding of the social, institutional, and economic environment of the country
- Knowledge of computer applications, including MS-Office, SPSS, DBMS etc .
- Experience in conducting training programs and management and logistics;
- Punctuality, intellectual curiosity, willingness to take initiative, multi-tasking, and willingness to work under pressure to meet deadlines.
- Knowledge of any other regional language apart from English & Hindi will be an added advantage.
- PhD. candidates would be given preference.

Maximum Age

- 50 years

Remuneration

- Rs. 50,000/- per month (Consolidated)

Engagement & Tenure

Contractual basis initially for a period of six months which may be further extended as per performance, requirements at NIDM and willingness of both the parties.

Place of Posting

- One at NIDM, New Delhi.
- One at CCDRR unit at NIDM Southern Campus, Andhra Pradesh

NATIONAL INSTITUTE OF DISASTER MANAGEMENT
(Ministry of Home Affairs, Government of India)

APPLICATION FORMAT

Name of the Position applied for:

Under the Centre/Cell:

1. Name:

2. Father' Name:

3. Date of Birth:

4. Domicile:

5. Nationality:

6. Mailing Address:

7. Permanent Address:

8. Educational Qualifications:

Sno.	Course	Subject	University/Institute	Year of Passing	Division/Class
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9. Work Experience:

Sno.	Organization/Institute	Post held	Period From To	Pay/ Emoluments drawn*	Nature of Work	Remarks
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Note : * in case of retired, last pay/emoluments drawn

10. Brief about publications/research/documentation work etc.:

11. Additional information if any, which candidates would like to mention in support to his/her suitability for the post:

12. References (upto 2 – Name/Affiliation and Contacts):

Date:

(Signature)
Mobile No.:
Email address:

PHOTO