

Hindustan Time, New Delhi (13.09.2023)

	<b>NATIONAL INSTITUTE OF DISASTER MANAGEMENT</b> (Ministry of Home Affairs, Govt. of India)
<b><u>WALK IN INTERVIEW</u></b>	
<p>The National Institute of Disaster Management, Delhi is seeking qualified candidate for the contractual positions of <b>Project Coordinator</b> and <b>Technical Assistant</b> under the project "Enabling Cities on Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) for Sustainable Urban Development". Details of the assignment and information for applicants can be found on the website at <a href="https://nidm.gov.in">https://nidm.gov.in</a>. The date of the walk-in interview is <b>22.09.2023</b>. The interview will be held at <b>NIDM, Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi-110042</b>.</p>	
	<b>Executive Director</b> <b>NIDM</b>
CBC 19107/11/0020/2324	

Navbharat Times, Delhi (13.09.2023)



## राष्ट्रीय आपदा प्रबंधन संस्थान (गृह मंत्रालय, भारत सरकार)

### वॉक इन इंटरव्यू

राष्ट्रीय आपदा प्रबंधन संस्थान, दिल्ली 'सतत शहरी विकास के लिए आपदा जोखिम न्यूनीकरण (डीआरआर) और जलवायु परिवर्तन अनुकूलन (सीसीए) पर शहरों को सक्षम बनाना' परियोजना के तहत परियोजना समन्वयक और तकनीकी सहायक के संविदात्मक पदों के लिए योग्य उम्मीदवार की तलाश कर रहा है। आवेदकों के लिए असाइनमेंट और जानकारी का विवरण वेबसाइट <https://nidm.gov.in> पर देखा जा सकता है। वॉक-इन इंटरव्यू की तारीख 22.09.2023 है। इंटरव्यू एनआईडीएम, प्लॉट नंबर 15, पॉकेट-3, ब्लॉक-बी, सेक्टर-29, रोहिणी, दिल्ली -110042 में आयोजित किया जाएगा।

अधिशासी निदेशक, एनआईडीएम  
CBC 19107/11/0020/2324

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

**Date: 11.09.2023**

**Walk-in Interview on 22.09.2023**

The National Institute of Disaster Management is seeking experienced and qualified candidates for the following positions purely on contractual basis under the GIZ supported project “Enabling Cities on Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) for Sustainable Urban Development” for its campus at Rohini, Delhi:

<b>S. No.</b>	<b>Positions</b>	<b>No. of positions</b>	<b>Remuneration Per month (Rs./-)</b>
I.	Project Coordinator	1	1,00,000/-
II.	Technical Assistant	1	60,000/-

2. The detailed Terms of Reference (ToRs) for the above positions are attached.
3. Only **15 nos.** of eligible candidates for each position will be entertained on first come first served basis.
4. Interested candidates are requested to report at NIDM, Plot No.15, Pocket-3, Block-B, Sector-29, Rohini, Delhi - 110042 on **22.09.2023 for the Walk-in Interview** as per following schedule:

<b>Positions</b>	<b>Reporting time</b>	<b>Interview timings</b>
Project Coordinator	Between 9.00 a.m. to 9.30 a.m.	From 10.00 am to 1.00 pm
Technical Assistant	Between 1.30 pm-2.00 p.m.	2.00 pm to 5.00 p.m.

5. The candidates are requested to bring their certificates and mark sheets (in original) along with valid ID proof for the walk-in interview for verification, failing which the candidate may not be interviewed.
6. The candidates are also required to fill/carry the application format (attached) for the interview.
7. No TA/DA will be provided for attending the walk-in interview.

**Executive Director  
NIDM**

## TERMS OF REFERENCE

### PROJECT COORDINATOR

1.	Name of the Division/ Centre/ Cell/ Section	<ul style="list-style-type: none"><li>Resilient Infrastructure Division</li></ul>
2.	Purpose of the job	<ul style="list-style-type: none"><li>To work as Project Coordinator under the GIZ supported project component “Enabling Cities on Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) for Sustainable Urban Development” under GIZ and MoHUA "Sustainable Urban Development - Smart Cities" (SUDSC) II project.</li></ul>
3.	No. of positions	<ul style="list-style-type: none"><li>1 (One)</li></ul>
4.	Project	<ul style="list-style-type: none"><li>SUDSC-II project is being jointly implemented by GIZ on behalf of the German Federal Ministry of Economic Cooperation and Development (BMZ), Government of Germany and the Ministry of Housing and Urban Affairs (MoUHA), Government of India (GoI).</li><li>The project supports the partner States (Karnataka, Kerala, Odisha, Tamil Nadu, and Telangana) and 5 cities (Coimbatore, Mangaluru, Kochi, Bhubaneswar and Manikonda) in resilient, sustainable approaches and solutions for urban development including infrastructure that consider disaster risk management (DRM) and the leave-no-one-behind (LNOB) principle.</li><li>The above project on “Enabling DRR &amp; CCA for Sustainable Urban Development” is a sub-component of overall SUDSC-II project. It is basically about the initiating solution-oriented actions to realise various global and national commitments made by India and to specifically enable implementation of the SFDRR (2015-2030) that intends to substantially reduce the risk and losses in lives, livelihoods, economic, physical, social, cultural, and environmental assets.</li><li>The key objectives of the project are described below:<ul style="list-style-type: none"><li>Mainstream DRR &amp; CCA in city planning process</li><li>Prepare a road map/guideline for making cities resilient to climate induced disasters based on national and international frameworks</li></ul></li></ul>

		<ul style="list-style-type: none"> <li>• Facilitate and collaborate knowledge exchange and research through peer networks and knowledge exchange forums</li> <li>• To achieve the objectives of the programme, NIDM needs to work with the project cities to identify the gap areas in existing policies/guidelines for incorporation of DRR &amp; CCA measures, develop risk assessment framework, develop training modules &amp; knowledge products and conduct training programmes.</li> </ul>
5.	Duty station	<ul style="list-style-type: none"> <li>• NIDM's Delhi Campus at Rohini.</li> <li>• Office Timings: from 9 AM to 5.30 PM during working days including half an hour lunch break in between.</li> <li>• However, in exigencies of work, Project Coordinator may be required to sit late and may be called on Saturdays/ Sundays and other Gazette holidays.</li> <li>• The job may require travelling to the project states/cities.</li> </ul>
6.	Duration of assignment	<ul style="list-style-type: none"> <li>• Initially for one year.</li> <li>• The contract may be terminated by either side with one month notice period.</li> <li>• The Project Coordinator will be engaged on full time basis and shall not be permitted to take up any other assignment during the period of project with NIDM.</li> </ul>
7.	Responsibilities	<ul style="list-style-type: none"> <li>• Project Coordinator will be responsible to coordinate, manage, implement and monitor activities/works of the project under the overall supervision of the Project Lead/ Project Director.</li> <li>• Ensure that the project's overall intention including objectives and outcomes are achieved within a timeframe of 1 year.</li> <li>• Responsible for the overall coordination, implementation and management of project activities.</li> <li>• Provide technical inputs and support to NIDM, partner states and cities for proper execution of the project activities.</li> <li>• Ensure consultation with various stakeholders with regard to project implementation which includes: facilitating timely decisions on project management issues such as budget structure, annual work planning, financial management,</li> </ul>

		<p>quarterly reports, including advance of funds, implementation issues, audit and follow-up,</p> <ul style="list-style-type: none"> <li>• Find opportunities to harmonize and rationalize with the ongoing governmental procedures and NIDM rules, implementing monitoring, evaluation, research strategy and assessing development outcomes vis-à-vis city level planned targets.</li> <li>• Identifying and documenting policy lessons for replication and up-scaling at the state/city levels;</li> <li>• Support in monitoring project activities, managing consultancy contracts, monitoring &amp; evaluation, communication, and documentation.</li> <li>• Organising training programmes / workshops/ meetings and prepare necessary documentations/ presentations/ reports/minutes of the meeting</li> <li>• Establish synergies and coordinate with other projects in the institute.</li> <li>• Any other tasks assigned by the Project Director/Project Lead.</li> </ul> <p><b><u>Detailed scope of Tasks</u></b></p> <p><b>Advising partner institutions:</b></p> <ul style="list-style-type: none"> <li>• Contribute in preparing, implementing and monitoring project activities in the states/cities.</li> <li>• Support in conducting technical review of deliverables and ensure quality assurance meeting NIDM standards.</li> <li>• Responsible for coordinating with partners to seek approvals for project activities/ documents/reports.</li> <li>• Support for designing, preparing, and implementing workshops, seminars, roundtable, and other events connected with the project in partner states and cities.</li> <li>• Participate in any relevant state and city committees, working groups, project steering meetings as per the decision of partners, in consultation with GIZ.</li> <li>• Undertake project appraisal, site analysis and field visits, prepare minutes of the meetings, field report and technical reports, whenever advised by partners.</li> <li>• Provide professional/technical advisory services and cooperate with a broad range of target</li> </ul>
--	--	---

groups in the partner state and city, in dealing with disaster risk management in coordination with project manager.

### **Network and Cooperation**

- Support cooperation, regular contact and dialogue with partners, assists with PR work and cooperate with local communities, relevant organisations, and individuals to maintain good working relationships.
- Coordinate and communicate with all local institutions and stakeholders including state government, urban local bodies, development authorities, academia, training institutes among others to develop a network of institutions.
- Communicate local interests and efforts towards these and encourages sharing ideas and information for the benefit of the project.

### **Knowledge management**

- Develop ready-to-use strategies and technical concepts, including guidelines, manuals and procedures, reports and presentation documents as required.
- Document all proceedings including meetings, workshops and technical sessions and follow-ups with partners/stakeholders.
- Provide inputs for dissemination of various achievements/information on the project initiatives/opportunities available under the project and disseminate the same.
- **Prepare a Project Document at the end of the project.**

### **Coordination tasks**

- Assist in general project planning and developing project concepts including preparation, organisation and moderation of planning exercises and implementation, management, quality management, evaluation, communication, and documentation.
- Coordinate relevant project activities at local level in consultation with the project lead and in cooperation with the partners.
- Maintain good flow of communication and information within the project at the state and city level and with other projects in the cluster,

		<p>consultant's and other stakeholders.</p> <ul style="list-style-type: none"> <li>• Compile relevant information for joint activities and assignments.</li> </ul>
8.	Qualification and competencies	
	a. Academic	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Master's degree in an area Urban Planning, Urban Management/Environment Planning, Geography, M. Tech in Civil Engineering/Planning or allied subjects with substantial experience in Disaster Mitigation.</li> </ul> <p><b>Professional Qualification</b></p> <ul style="list-style-type: none"> <li>• Project coordination, management and implementation experience.</li> <li>• Well-versed with the disaster mitigation strategies for climate related disasters.</li> <li>• Worked on GIS based software</li> <li>• Excellent communication and interpersonal skills.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• PhD in the related area.</li> <li>• Should be well acquainted with the functioning and rules/regulations of Government/Ministries.</li> <li>• Prior experience of handling international / national Projects.</li> </ul>
	b. Work experience	<ul style="list-style-type: none"> <li>• At least 7 years of professional experience in urban development and disaster mitigation with experience in GIS based Master Plan preparation.</li> </ul>
	c. Upper age limit	<ul style="list-style-type: none"> <li>• 45 Years</li> </ul>
9.	Reporting Mechanism	<ul style="list-style-type: none"> <li>• To Project Lead</li> </ul>

**TERMS OF REFERENCE  
TECHNICAL ASSISTANT**

1	Name of the Division/ Centre/ Cell/ Section	<ul style="list-style-type: none"> <li>• Resilient Infrastructure Division</li> </ul>
2	Purpose of the job	<ul style="list-style-type: none"> <li>• To work as Technical Assistant under the GIZ supported project “Enabling Cities on Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) for Sustainable Urban Development”.</li> </ul>
3	No. of positions	<ul style="list-style-type: none"> <li>• 1 (One)</li> </ul>
4	Project overview	<ul style="list-style-type: none"> <li>• SUDSC-II project is being jointly implemented by GIZ on behalf of the German Federal Ministry of Economic Cooperation and Development (BMZ), Government of Germany and the Ministry of Housing and Urban Affairs (MoUHA), Government of India (GoI).</li> <li>• The project supports the partner States (Karnataka, Kerala, Odisha, Tamil Nadu, and Telangana) and 5 cities (Coimbatore, Mangaluru, Kochi, Bhubaneshwar and Manikonda) in resilient, sustainable approaches and solutions for urban development including infrastructure that consider disaster risk management (DRM) and the leave-no-one-behind (LNOB) principle.</li> <li>• The above project on “Enabling DRR &amp; CCA for Sustainable Urban Development” is a sub-component of overall SUDSC-II project. It is basically about the initiating solution-oriented actions to realise various global and national commitments made by India and to specifically enable implementation of the SFDRR (2015-2030) that intends to substantially reduce the risk and losses in lives, livelihoods, economic, physical, social, cultural, and environmental assets.</li> <li>• The key objectives of the project are described below: <ul style="list-style-type: none"> <li>• Mainstream DRR &amp; CCA in city planning process</li> <li>• Prepare a road map/guideline for making cities resilient to climate induced disasters based on national and international frameworks</li> <li>• Facilitate and collaborate knowledge exchange and research through peer networks and knowledge exchange forums</li> </ul> </li> <li>• To achieve the objectives of the programme, NIDM needs to work with the project cities to identify the gap areas in existing policies/guidelines for incorporation of DRR &amp;</li> </ul>

		CCA measures, develop risk assessment framework, develop training modules & knowledge products and conduct training programmes.
5	Duty station	<ul style="list-style-type: none"> <li>• NIDM's Delhi Campus at Rohini.</li> <li>• Office timings: from 9 AM to 5.30 PM during working days including half an hour lunch break in between.</li> <li>• However, in exigencies of work, Project Coordinator may be required to sit late and may be called on Saturdays/ Sundays and other Gazette holidays.</li> <li>• The job will require travelling to the project states/cities.</li> </ul>
6	Duration of assignment	<ul style="list-style-type: none"> <li>• Initially for one year.</li> <li>• The contract may be terminated by either side with one month notice period.</li> <li>• The Technical Assistant will be engaged on full time basis and shall not be permitted to take up any other assignment during the period of project with NIDM.</li> </ul>
7	Responsibilities	<p>Overall, Technical Assistant needs to work in close collaboration with the Project Lead to implement daily operational aspects of all issues related to the project and to carry out other project tasks for effective achievement of results, anticipating and contributing to resolve project related issues and information delivery.</p> <p>The detailed responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>• Assist in general project designing, planning, management &amp; monitoring of project activities and ensure conformity to expected results and project work plans in adherence to the timeline.</li> <li>• Coordination and communication with concerned local institutions and stakeholders including state government, urban local bodies, development authorities, academia, training institutes among others to develop a network of institutions.</li> <li>• Keep the records of the project activities in systematic way (file management) and prepare recurring reports such as progress reports, financial reports, budget reports and liaise with the NIDM's administrative division and GIZ administrative division for its timely submission.</li> <li>• Assist in collect, compile and analyse the data collected from various sources on the various themes of project components.</li> <li>• Draft technical notes, letters, reports and other</li> </ul>

		<p>materials as required with respect to project implementation;</p> <ul style="list-style-type: none"> <li>• Prepare materials/slides on concerned project topics, documenting the project activities, collect different pictures from the project activities and document them suitably for proper documentation.</li> <li>• File and document of key reports/publications/websites as evidence of the specific target achievements in a systematic way.</li> <li>• Provide support to maintain records on all project personnel/ consultants and their respective status (Contracts, ToRs, Time and attendance etc.) as per the NIDM's norms.</li> <li>• Assist in developing ToRs for short-term contracts, coordination with Administrative Division for their advertisement, prepare contracts and issue contracts.</li> <li>• Assist the consultants on all aspects of allowances, travel claims and other financial matters with Administrative section.</li> <li>• Assist in procurement equipment, supplies and services and coordinate with Administrative section of NIDM for necessary arrangements.</li> <li>• Assist in scheduling meetings, composing emails and making necessary telephonic calls/messages. Make necessary logistics arrangements for holding meetings, workshops and trainings in collaboration with the concerned organization.</li> <li>• Assist in preparation of the project outcome documentation and knowledge products.</li> <li>• Support in Monitoring and Evaluation activities of the Projects.</li> <li>• Undertake any other task as assigned.</li> </ul>
8	<b>Qualification and competencies</b>	
	a. Academic	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Master's degree in an area Urban Planning, Geography, Environmental Planning/Science, B.Tech (Civil)/ B.Plan/ Management and any other allied subjects</li> <li>• Proficiency in working on Computers, viz. MS Office, presentations, Internet, E-mail, etc. No typing assistance shall be provided.</li> </ul> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills- spoken and written in English is essential.</li> </ul>

		<ul style="list-style-type: none"> <li>• Experience in drafting reports, concept notes, research, power point presentations, letter/email drafting.</li> <li>• Skills of tabulating data, analysis and making diagrams/flow charts/bar graphs/pie charts etc.</li> <li>• Well-developed planning and organizational skills (multi-tasker)</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Should be well-acquainted with the functioning and rules/regulations of Government/Ministries.</li> <li>• Knowledge of the principles of disaster risk management and current practices in disaster resilience and sustainable development related issues.</li> <li>• Knowledge of GIS/GPS/SPSS etc.</li> <li>• Ability to work as a part of the team and travel to different locations.</li> </ul>
	b. Work experience	<ul style="list-style-type: none"> <li>• Minimum 3 years of experience</li> </ul>
	c. Upper age limit	<ul style="list-style-type: none"> <li>• 40 years</li> </ul>
9	Reporting Mechanism	<ul style="list-style-type: none"> <li>• To Project Lead</li> </ul>

\*\*\*\*\*

**National Institute of Disaster Management  
(Ministry of Home Affairs, Government of India)**

**Application format for the position of .....**

1. Name:
2. Father's Name:
3. Date of Birth:
4. Domicile:
5. Nationality:
6. Mailing Address (with Tel./Mob. No. and email address):
7. Permanent Address:
8. Educational qualification:

Sl.No.	Course	Subject	Universities/ Institute	Year Passing	of	Division/Class
--------	--------	---------	----------------------------	-----------------	----	----------------

9. Work Experience:

Sl.No.	Organization/ Institute	Post held	Period		Nature work	Nature of work	Remarks
			From	To			

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:

**Note: The candidates are requested to bring their certificates and mark sheets (in original) along with valid ID proof for the walk-in interview for verification, failing which the candidate may not be interview**