

**Walk-in Interview on 24.01.2020
for one position of Project Associate at
Child Centric - DRR Unit at
National Institute of Disaster Management,
Southern Campus, Andhra Pradesh
(Ministry of Home Affairs, Govt. of India)**

The National Institute of Disaster Management is seeking experienced qualified candidates for one position of Project Associate purely on contractual basis for its Child Centric - DRR Unit, based at NIDM Southern Campus, Andhra Pradesh. The project is supported by UNICEF. Details of the assignment and information for applicants can be found at the website www.nidm.gov.in. **The date of the interview is 24.01.2020 at 10:00 AM. The interview will be held at NIDM, New Delhi.**

2. Candidates are requested to bring CV, all testimonials, passport size photograph, certificates, marksheets in original for verification by the office.
3. No TA/DA will be paid for attending the Walk-in Interview.

Location of the job **NIDM-Southern Campus, Andhra Pradesh**

Detailed ToR is placed below

Terms of Reference for the post of Project Associate, CCDRR

Background

The National Institute of Disaster Management (NIDM) was constituted under an Act of Parliament with a vision to play the role of a premier institute for capacity development in India and the region. The Institute is in the process of establishing Child Centric-DRR Unit in the Southern Campus to reach out to states with knowledge and skills to manage specific hazards and national flagship programs. The institute is currently operating from a hired building and in few months NIDM South campus would be moving to its own campus in Kondapavuluru Village, Gannavaram Mandal, Krishna District, Andhra Pradesh. This will facilitate particular consideration of capacity development needs of Southern States that are exposed to cyclone, urban flooding and drought as few major concerns. The major outputs of the Center are:

1. Establish Child Centric –DRR Capacity Building Unit in NIDM-Southern Campus
2. Child Centric DRR unit to support Administrative Training Institutes and Sectoral Institutes to develop the capacity of existing faculty to administer Child Centric-in training modules, thematic policy papers and mainstream issues of children in plans and programs
3. Build knowledge base of Master Trainers in Child Centric DRR in each State, with focus on the departments such as, Disaster Management, Education, DWCD, Labour, Panchayat Raj & Rural Development, Health and Police, for integrating DRR into development planning.

Duties and Responsibilities

The NIDM aims to build capacity and to increase the number and quality research papers on development issues related to Disaster Management and Disaster Risk Reduction. These objectives are to be achieved through the following objectives:

1. To conduct secondary desk reviews of issues that are relevant to Disaster Management and Climate Change
2. To conduct need based primary research and to develop evidences for advocacy and trainings
3. To build capacity of Stakeholders on child centric DRR, Risk Informed Programming, Emergency Preparedness, Social Sector Recovery and Post-Disaster Management methods.
4. To develop training modules and conduct trainings/capacity building programs

The Project Associate will report to the Program Officer of the CC-DRR unit. The main responsibilities of the Project Associate would be:

- Conducting academic and action oriented research to identify new areas of research in the context of Risk Governance, Disaster Risk Management
- Organizing and conducting secondary and preliminary research
- Organizing training and capacity building programs in the campus and in outreach

program.

- Writing working papers on relevant themes as requested.
- Develop training modules and conduct capacity building programs.
- Will assist the Program Officer of CC- DRR unit in the following:
 - 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)
 - Support in Administrative Training Institutes to conduct child related issues as per Core Commitment to Children for Humanitarian Action

Essential Qualifications

The successful candidate will possess following qualifications:

- Fluency in English, Hindi and preference for any of the South Indian Languages
- Master degree in social sciences
- Knowledge of Research Methodology and Basic Statistics will be desirable
- At least 4 years experience working in the field of Development and of which at least 2 years in Disaster Management training and capacity building

Preferred qualifications

- 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 Microsoft Word and Excel; PPT 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.

Salary

The Salary for the position would range from INR 75000/- to 90,000/- per month depending upon qualification and experience.

Age Limit : 30 years (minimum)

Duration of assignment : Initially for one year purely on contractual basis, further extendable by another one year.
