

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

**Walk-In Interview on 03.02.2020
for one position of Sr. Consultant (NPDRR)**

The National Institute of Disaster Management, New Delhi is conducting Walk-In Interview on 03.02.2020 for one position of Sr. Consultant (NPDRR) purely on contractual basis.

2. Applicants fulfilling the required qualifications & experience may attend the Walk-in Interview alongwith detailed CV, all testimonials, passport size photograph, certificates, marksheets in original for verification.

3. Reporting time will be at **09:30 am at National Institute of Disaster Management**, A-wing, 4th floor, NDCC-II Building, Jai Singh Road, New Delhi – 110001. Entry will only be allowed against original Photo ID proof (Aadhar Card/Voter ID Card/ Driving License/Passport)

4. No TA/DA will be paid for attending the Walk-in Interview.

Detailed ToR is placed below

NATIONAL INSTITUTE OF DISASTER MANAGEMENT
(Ministry of Home Affairs)

ToR for Sr. Consultant (NPDRR)

Background

Government of India has constituted a multi-stakeholder National Platform for Disaster Risk Reduction vide Government's Resolution No.47-31/2012- DM-III dated 26th February 2013. The Functions of the NPDRR are to review the progress made in the field of disaster management advice regarding coordination among DRR shareholders, appraise the extent and manner in which the disaster management policy has been implemented and share the knowledge and experiences of disaster managers. The 3rd session of NPDRR is tentatively scheduled during 5-6 May, 2020 at Vigyan Bhawan, New Delhi for which National Institute of Disaster Management (NIDM) has been entrusted with the key responsibility of organizing/coordinating the event.

Duties & Responsibilities

- Overall coordinator of the event from NIDM (except logistics) and in-charge of the NPDRR Secretariat of NIDM.
- Liaisoning with partners and stakeholder of the event.
- Prepare invitation card, agenda items, session plans, conference brochure etc. for the event.
- Invite & maintain record of delegates, resource persons & dignitaries for the event.
- Coordinate reporting of the sessions/events.
- Preparation of proceeding of the event.
- Maintenance & updation of the NPDRR Conference website.
- Any other work assigned by the Executive Director, NIDM

Qualifications

- Ph.D / Master's Degree in Social Sciences / Environmental / Earth Science / Technology / Engineering / Disaster Management or allied subjects from a recognized University/Institution
- Minimum 10 years (7 years for Ph.D) experience in managing Training Programs, workshops, seminars, conferences etc.
- Excellent communication and interpersonal skills (both English and Hindi)

Remuneration

- Rs. 1,00,000/- per month (Consolidated)

Maximum Age

- 65 years

Mode of Recruitment

- Contractual for the period of 05.02.2020 to 15.06.2020, which may be further extended as per requirement.

Place of Posting

- At present the institute is hosted in the Ministry of Home Affairs building at Jai Singh Road, New Delhi, but in process of shifting to its own campus at Sector 29, Rohini, New Delhi in next 2 months.
