

Assam State Disaster Management Authority

Vacancy Announcement

Application in Prescribed Form along with attested copies of all certificates, mark sheets, recent passport size photo, experience certificates, etc. are invited from intending candidates, who are Indian Citizens, for engagement on contract basis under ASDMA.

Sl.No.	Name of the Post	No. of posts
1	Resilient Social Sector & Infrastructure Specialist	1 (one) No.
2	Resilient Livelihood Specialist	1 (one) No.
3	Preparedness and Building Back Better Specialist	1 (one) No.
4	Shared Resilience and Finance Management Specialist	1 (one) No.

Last date for submission of application is **29-08-2024/ 5.00 PM** and should address to:

**The State Project Coordinator,
Assam State Disaster Management Authority (ASDMA),
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781006
Assam.**

Further details and prescribed application form may be seen / downloaded at ASDMA website <http://asdma.gov.in/> or <https://asdma.assam.gov.in>

-sd/-

**Deputy Secretary &
State Project Coordinator,
Assam State Disaster Management Authority.**

No. Ecf. No. 207645/466

Dated Guwahati the 09-08-2024

Notice for Contractual Recruitments

Assam State Disaster Management Authority under the aegis of Government of Assam invites applications in prescribed format from eligible candidates **as detailed in the ToR**, for the filling up of contractual post under the Disaster Risk Reduction Roadmap implementation –cum –technical support unit (TSU). Detailed Terms of Reference for each Post, Eligibility Criteria may be referred from website www.asdma.gov.in

Applications must be submitted in Hard Copies in given proforma only clearly Mentioning- “The Post Applied For”. Application of a candidate in multiple posts is allowed.

Details of Positions-

<u>Sl.No</u>	<u>Position</u>
1	Resilient Social Sector Services and Infrastructure Specialist
2	Resilient Livelihood Specialist
3	Preparedness and Building Back Better Specialist
4	Shared resilience and Finance Management Specialist

Applications must be received latest by 29th August 2024 during office hours and late applications shall not be considered. Applications must be addressed to-

**The State Project Coordinator,
Assam State Disaster Management Authority (ASDMA),
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781006
Assam.**

Prospective candidates are directed to go through the detailed ToR for better understanding of the Profile of each position and download the application Form www.asdma.gov.in

The undersigned shall shortlist applications for each position and shall invite shortlisted candidates for interview/written test and computer knowledge test.

The engagement shall be on purely on contractual basis for a initial term of 12 months with provisions for extensions based on performance evaluation.

No TA/DA is claimable by the applicants/candidates.

Sd/-
**Deputy Secretary
&
State Project Coordinator,
Assam State Disaster Management Authority**

Advertisement for Hiring Specialists for DRR Roadmap Implementation cum Technical Support Unit

Background

Assam is amongst the most disaster-prone states in India. According to a study by the Ministry of Home Affairs, Government of India, the state of Assam is ranked 15th among the Indian states and union territories in terms of total population, while it is ranked 8th in the composite disaster risk index among states and union territories in India. Specific to hazard index, Assam is ranked 1st in earthquake risk index while 2nd in flood risk index as per the study¹. Due to floods, which is the most visible risk, affected 39,50,065 (3.9 million) people annually while 4,58,041 (0.45 million) people annually took shelter in relief camps between 2012-20 in Assam. In the same period, Assam suffered an annual average economic loss of Rs.1186 crore per year². Assam was ranked most climate vulnerable state of the Country as per the district level climate vulnerability assessment of India while another three NE states were among ten most climate vulnerable states³.

Recognizing the complex risk profile of the state and the urgency to adopt sustainable and effective measures, Government of Assam has come up with Assam Disaster Risk Reduction Roadmap, 2030 as a vision document for Government of Assam with the aim of preventing new risks, reducing existing risks and managing residual risks. For coordinating and providing strategic technical assistance, a DRR Roadmap Implementation-cum-Technical Support Unit will be established at the ASDMA.

The DRR Roadmap Implementation cum Technical Support Unit (TSU) will act as the Secretariat for carrying out routine coordination, capacity building, facilitation, reporting and M&E functions related to DRR Roadmap. To be housed in ASDMA, TSU will be headed by CEO, ASDMA or an Officer nominated by the State Government not below the rank of Secretary and will have experts nominated from different stakeholder groups as well as 06 Thematic Specialist covering all pillars of the DRR Roadmap to be recruited by ASDMA on contractual basis .

Roles and Responsibilities of the DRR Roadmap Implementation Technical Support Unit (TSU):

1. Carry out day to day business supporting the implementation of DRR Roadmap.
2. Create and maintain Databases of disaster induced losses and damages including updation of baseline (as per need and availability of data).
3. Develop notifications, advisories, and other documents as relevant to the implementation of the DRR Roadmap as per guidance of the Advisory Committee.
4. Develop position papers, briefing papers, thematic review papers, summary reports, and detailed progress reports on bi-annual basis or as per need under the guidance of the Advisory Committee.

¹ MHA and UNDP (2019), Disaster Risk and Resilience in India - An Analytical Study

(<https://www.ndmindia.nic.in/images/pdf/Disaster%20Risk%20and%20Resilience%20in%20India.pdf>)

² Baseline Report for Assam Disaster Risk Reduction Roadmap, 2021-30

³ Mohanty, Abinash, and Shreya Wadhawan. 2021. Mapping India's Climate Vulnerability – A District Level Assessment. New Delhi: Council on Energy, Environment and Water.

5. Support preparation for, coordination, organization and documentation of stakeholders meetings as per need on different aspects of DRR Roadmap implementation.
6. Conduct follow-ups and facilitate reporting by identified stakeholders on progress of DRR Roadmap on a biannual basis.
7. Design and conduct capacity-building programs related to design of concept notes, proposals and budgets towards accessing different financial windows for DRR Roadmap interventions.
8. Support designing of flagship programs/schemes with stakeholder departments across various priorities of DRR Roadmap.
9. Develop case studies, document success stories as well as stories of unsuccessful interventions.
10. Support Secretarial functions towards organizing conventions of the state platform for DRR.
11. Assist stakeholders in developing proposals to access financial resources applying for various funding windows in accordance with need, scope and adherence to guidelines applicable to specific funding window.
12. Execute overall M&E functions as outlined in the DRR Roadmap document.
13. Any other task referred to by the Advisory Committee.

Name of the positions

Thematic Specialists are required to carry out the roles and responsibilities vested upon the DRR Roadmap Implementation cum Technical Support Unit. The required qualifications for the positions are as follows:

Sl NO.	Position	Minimum Required Competency	Number of Position
1	Resilient Social Sector Services and Infrastructure Specialist	<ul style="list-style-type: none"> ✓ Postgraduate and higher-level University degree in Social Science/ Environmental Science/Development studies/Management Studies/Engineering etc. ✓ Minimum 5 years' experience in managing programs/projects related to social sector resilience/risk reduction funded by state/national government/International Agencies with strong domain knowledge of relevant and emerging technological regime ✓ Experience of working and coordinating with multiple stakeholders particularly line departments, Private Sector, NGOs, Associations etc. ✓ Experience of drafting policy, plans, SoPs, flagship programs, modules, project formulation and resource mobilization ✓ Experience of working in Northeast will be an added advantage ✓ Knowledge of English and Assamese essential other NE languages desirable ✓ Skills in data analysis and mining is essential 	1

		<p>including but not limited to the use of SPSS, STATA etc</p> <ul style="list-style-type: none"> ✓ Familiarity with basics of Internet of things, Artificial Intelligence, Machine Learning and robotics, GIS and Space Technology and their application in social sector resilience is desirable 	
2	Resilient Livelihood Specialist	<ul style="list-style-type: none"> ✓ Post Graduate degree in relevant areas such as natural resource management, agricultural development, climatology/meteorology, water resources management, environmental sciences, disaster management, development studies, and/or related fields. ✓ Doctorate / PhD degree in relevant field would be an added advantage ✓ At least 5 years of practical working experience in agriculture and livelihood project/s at state and local level. ✓ Proven experience in conducting assessment and analysis of risks and resilience in agriculture and livelihood related options/activities. ✓ Experience of developing/implementing livelihood resilience/recovery programs with multiple stakeholders and strong domain knowledge of relevant and emerging techno-legal regime ✓ Experience of working and coordinating with multiple stakeholders particularly line departments, Private Sector, NGOs, Associations etc ✓ Experience of drafting policy, plans, SoPs, flagship programs, modules, project formulation and resource mobilization ✓ Experience of working in Northeast will be an added advantage ✓ Knowledge of English and Assamese essential other NE languages desirable ✓ Skills in data analysis and mining is essential including but not limited to the use of SPSS, STATA etc ✓ Familiarity with basics of Internet of things, Artificial Intelligence, Machine Learning and robotics, GIS and Space Technology and their application in social sector resilience is desirable 	

3	Preparedness and Building Back Better Specialist	<ul style="list-style-type: none"> ✓ Postgraduate in Disaster Management/International Development or Humanitarian Assistance /Development studies/social science/ Engineering/Management and other relevant fields ✓ Retired officers having worked in disaster preparedness, response, and recovery programs for not less than 3 years are also eligible ✓ Experience in program monitoring and evaluation, including application of SPHERE standards and integration of gender equality approaches; understanding of the Core Humanitarian Standards/national and state government manuals/standards/policies on disaster management ✓ Capacity to work closely with communities affected by disaster, including familiarity with participatory assessment methods, with a focus on gender equality and ability to identify specific needs of men, women, boys and girls. ✓ Specialized training in humanitarian/emergency response desirable ✓ Experience of leading/participating in Post Disaster Needs Assessment, development and implementation of Post Disaster Recovery Programs/Projects using Building Back Better principles ✓ Ability to coordinate and execute rapid response programs in sudden onset emergencies ✓ Experience of working and coordinating with multiple stakeholders particularly line departments, Private Sector, NGOs, Associations etc ✓ Experience of drafting policy, plans, SoPs, flagship programs, modules, project formulation and resource mobilization ✓ Experience of working in Northeast will be an added advantage ✓ Knowledge of English and Assamese essential other NE languages desirable ✓ Skills in data analysis and mining is essential including but not limited to the use of SPSS, STATA etc ✓ Familiarity with basics of Internet of things, Artificial Intelligence, Machine Learning and robotics, GIS and Space Technology and their application in social sector resilience is desirable 	1
4	Shared resilience and Finance Management Specialist	<ul style="list-style-type: none"> ✓ Post-Graduate qualification in Actuarial Sciences, Economics, Commerce, Financial Management, or Business Administration, with specialization in Finance. ✓ PhD in relevant subject will be given additional weightage. ✓ Demonstrated strategic, technical, and intellectual skills in the substantive area ✓ Understanding in disaster related fiscal risk and the design of disaster risk financing solutions. ✓ Experience in project appraisal of PPP and international projects. ✓ Experience in project design and implementation, 	1

		<p>including financial management experience, such as budgeting; tracking, reporting and accounting; and procurement</p> <ul style="list-style-type: none"> ✓ Experience of implementing similar projects in developing countries and good understanding of disaster risk financing worldwide, would be an advantage. ✓ Proven ability to draw inputs from multiple disciplines and synthesize them to address specific problems across the thematic pillars. ✓ Ability to identify financing opportunities for implementation of specific action plans according to appropriate financing opportunities ✓ Experience of budgeting, Cost benefit analysis, financial projections, managing books of account, financial auditing and use of related tools and meeting financial compliances are essential ✓ Overall understanding of Public Finance Management (PFM) including modern day PFM processes, linking DRR Financing with PFM approaches is desirable ✓ Skills in data analysis and mining is essential including but not limited to the use of SPSS, STATA etc would be an added advantage ✓ Prior experience of using accounting software and tools such as Systems, Applications and Products in Data Processing will be an added advantage. 	
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Age limit (for all positions)

- ✓ The maximum age limit will be 65 (sixty-five) years.

Duration:

- ✓ For a period of 12 (twelve) months. Extension can be granted on the basis of satisfactory performance.
- ✓ The specialist can be removed at any time by giving one month's notice by the appointing authority or the specialist can also resign from the assignment by giving one month's notice to the competent authority.

Duty Station:

- ✓ Assam State Disaster Management Authority, Janata Bhawan, Dispur-6.

Remuneration:

Between ₹ 70,000/- ₹ 1,00,000/- per month subject to qualification and experience

Position Specific Duties and Responsibilities:

No	Position	Responsibilities
1	Resilient Social Sector Services and Infrastructure Specialist	<ol style="list-style-type: none">1. Be focal point for coordination between departments under the theme Resilient Social Sector Services and Infrastructure2. Bring innovations, good practices and learning from across the country and the globe to inform and strengthen social sector resilience in Assam3. Provide technical leadership for overall coordination and technical support towards implementation of departmental action plans under Social Sector Services and Infrastructure4. Ensure linkages and co-opt support from other thematic areas needed for implementation5. Orient and build capacity of stakeholders and relevant departments on matters related to the Resilient Social Sector Services and Infrastructure6. Create and maintain Databases of disaster induced losses and damages including updation of baseline (as per need and availability of data) for social sector.7. Support and contribute towards development of notifications, advisories, and other documents as relevant the social sector thematic area.8. Support departments in developing concept notes, funding proposals and DPRs for implementation of actions/programs related to the roadmap9. Contribute towards position papers, briefing papers, thematic review papers, summary reports, and detailed progress reports related to social sector as per need10. Be part of the team and support preparation for, coordination, organization, and documentation of stakeholders' meetings as per need on different aspects of DRR Roadmap implementation.11. Conduct follow-ups and facilitate reporting by identified stakeholders related to social sector on progress of DRR Roadmap on a biannual basis.12. Support designing of flagship programs/schemes with stakeholder departments across social sector priorities.13. Develop case studies, document success stories as well as stories of unsuccessful interventions related to social sector14. Support Secretarial functions towards organizing conventions of the state platform for DRR.15. Be responsible for overall monitoring of the progress of Resilient Social Sector Services and Infrastructure thematic area16. Any other task referred to by the Advisory Committee or the Executive Officer

2	Resilient Livelihood Specialist	<ol style="list-style-type: none"> 1. Be focal point for coordination between departments under the theme Resilient Livelihood 2. Identify and facilitate establishment of technical partnerships in support of the implementation of roadmap for Resilient Livelihood 3. Identify and list innovations and solutions from global and national initiatives for livelihood resilience and advise departments in taking appropriate programs/schemes/actions 4. Provide technical leadership for overall coordination and technical support towards implementation of departmental action plans under Resilient Livelihood 5. Ensure linkages and co-opt support from other thematic areas needed for implementation of roadmap on Resilient Livelihood 6. Orient and build capacity of stakeholders and relevant departments on matters related to the Resilient Livelihood 7. Create a network of organizations working on livelihood related issues for sharing and adopting good practices related to resilience 8. Create and maintain Databases of disaster induced losses and damages including updation of baseline (as per need and availability of data) related to Resilient Livelihood 9. Support and contribute towards development of notifications, advisories, and other documents as relevant to Resilient Livelihood roadmap 10. Support related departments in developing concept notes, funding proposals and DPRs for implementation of actions/programs related to Resilient Livelihood 11. Contribute towards position papers, briefing papers, thematic review papers, summary reports, and detailed progress reports related to Resilient Livelihood as per need 12. Be part of the team and support preparation for, coordination, organization, and documentation of stakeholders' meetings as per need on different aspects of DRR Roadmap implementation. 13. Conduct follow-ups and facilitate reporting by identified stakeholders related to Resilient Livelihood on progress of DRR Roadmap on a biannual basis. 14. Support designing of flagship programs/schemes with stakeholder departments related to Resilient Livelihood 15. Develop case studies, document success stories as well as stories of unsuccessful interventions related to Resilient Livelihood 16. Support Secretarial functions towards organizing conventions of the state platform for DRR. 17. Be responsible for overall monitoring of the progress of Resilient Livelihood 18. Any other task referred to by the Advisory Committee or the Executive Officer
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3	Preparedness and Building Back Better Specialist	<ol style="list-style-type: none"> 1. Coordinate and support ASDMA's Response and Recovery team in implementing the action plan on Preparedness and Building Back Better in coordination with other stakeholders 2. Support development of state specific recovery framework and guidelines in line with national guidelines, build capacity of departments and stakeholder on resilient preparedness and recovery actions 3. Identify and facilitate establishment of technical partnerships in support of the implementation of roadmap for Preparedness and Building Back Better 4. Contribute towards strengthening systems for rapid, comprehensive and quality PDNAs in the context of the state of Assam 5. Ensure linkages and co-opt support from other thematic areas needed for implementation of roadmap on Preparedness and Building Back Better 6. Strengthen network of organizations working on disaster response and recovery related issues for sharing and adopting good practices related to resilience 7. Create and maintain consolidated databases of disaster induced losses and damages including updation of baseline by incorporating inputs from other thematic areas and beyond 8. Support and contribute towards development of notifications, advisories, and other documents as relevant to Preparedness and Building Back Better 9. Support related ASDMA and related departments in developing concept notes, funding proposals and DPRs for implementation of actions/programs related to Preparedness and Building Back Better 10. Contribute towards position papers, briefing papers, thematic review papers, summary reports, and detailed progress reports related to Preparedness and Building Back Better as per need 11. Be part of the team and support preparation for, coordination, organization, and documentation of stakeholders' meetings as per need on different aspects of DRR Roadmap implementation. 12. Conduct follow-ups and facilitate reporting by identified stakeholders related to Preparedness and Building Back Better on progress of DRR Roadmap on a biannual basis. 13. Support designing of flagship programs/schemes with stakeholder departments related to Preparedness and Building Back Better including effective implementation of preparedness scorecard system 14. Develop case studies, document success stories as well as stories of unsuccessful interventions related to Preparedness and Building Back Better 15. Support Secretarial functions towards organizing conventions of the state platform for DRR. 16. Be responsible for overall monitoring of the progress of Preparedness and Building Back Better 17. Any other task referred to by the Advisory Committee or the Executive Officer
4	Shared resilience and Finance Management Specialist	<ol style="list-style-type: none"> 1. Be the focal point for working with Finance Department and other related line departments on the Resilience Budget (planning and utilization) 2. In line with the existing financial policies, prepare operational SoPs, guidelines and templates related to DRR Roadmap Financing Windows 3. Review, update and expand DRR financing strategies towards meeting resource needs and gaps for implementation of the DRR Roadmap 4. Coordinate with other thematic specialists and support matters related to resource mobilization and funding as well as meeting financial standards as per established government norms

	<ol style="list-style-type: none">5. Be the lead for all matters related to budgeting and procurement of the Technical Support Unit6. Be part of the team and support preparation for, coordination, organization, and documentation of stakeholders' meetings as per need on different aspects of DRR Roadmap implementation7. Coordinate and follow up with relevant stakeholders on financial utilization and reporting and be responsible for consolidated fiscal analysis related to DRR Roadmap financing8. Advise the Executive Officer for optimizing financial options, financial management practices that are critical for implementation of the DRR Roadmap9. Support financial planning and budgeting related to flagship programs/schemes with stakeholder departments related to various thematic areas/action plans of the Roadmap10. Support Secretarial functions towards organizing conventions of the state platform for DRR.11. Be responsible for overall financial monitoring of the Roadmap implementation12. Any other task referred to by the Advisory Committee or the Executive Officer
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Languages Known (list all languages that you know and use a √ to indicate proficiency)

Language Name	Read	Write	Speak

Details of International Experience (If any)

Country	Duration	Employer	Major Accomplishments

Statement of motivation

Signature of Applicant in Full

Self attested Supporting's to be Submitted-

1. Citizenship Proof/PRC.
2. Educational Qualification Certificate for above mentioned educations.
3. Experience certificate/Release letter from Positions/organizations engaged with prior to application for this post
4. Date of Birth Proof.

I, Mr./Ms.....S/o..... resident of declare that all the information in this application are true to the best of my knowledge and it is understood that authority may seek proof/documentary evidences at any time and failing to submit such documents, the candidature may be rejected and action may be taken by the authority. Authority is not liable to any claims/losses to be incurred by me during the process of recruitment.

Dated-

Place-

Signature of Applicant in Full.