

Assam State Disaster Management Authority

Vacancy Announcement

Applications along with Prescribed Application Form, 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.

The applicants may have to appear for a written test / interview at the venue, date and time as decided and directed by the Authority, at their own cost. No TA/DA shall be paid for the purpose. Candidates not having the requisite qualifications are liable to be summarily rejected. Therefore, candidates are advised that they fulfil the prescribed eligibility before applying, details of which are available on ASDMA website. The Authority also reserves the right to accept or reject any application without assigning any reason thereof. Canvassing in any form will lead to summary disqualification.

Sl. No.	Name of the Post	No. of posts
1	Advisor – Projects	1 (one) No.

The application, complete in all respects **in the prescribed application form** and along with testimonials should be submitted on or before **3rd February, 2023 / 5:00 PM** and addressed to:

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

Applications received at Assam State Disaster Management Authority (ASDMA) after the deadline will be summarily rejected. No application will be received through e-mail/fax.

The applicant should mention the name of the post applied for on top of the envelope containing the application.

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



**Joint Secretary &
Deputy Chief Executive Officer,
Assam State Disaster Management Authority.**

TERMS OF REFERENCE

A. Background and Project Description

The state of Assam is vulnerable to natural disasters e.g. flood, flash flood, earthquake, erosion, landslide, cloudburst, drought, lightning, thunder-storm etc. Besides the state is also vulnerable to various man-made and health related disasters. In view of that, the Government of Assam recognised the need to have a pro-active, comprehensive and sustainable approach to disaster management to reduce the impact of disasters in the state.

B. Project Development Objectives

The Project Development Objective (PDO) of the project is to strengthen institutional capacity for overall disaster management, to build resilience to flood, erosion, earthquake, landslide risks, improve integrated disaster management and development and improve productive to mitigate the risks.

C. Duties and responsibilities:

Under the full supervision of the Assam State Disaster management Authority, the Advisor Project will be accountable to the Chief Executive Officer, ASDMA including guiding, advising and monitoring as well as provide management support to the project. The Project Advisor will play a key role in supporting the Project Managers, Project Officers in project management and the monitoring, evaluation and reporting of project progress against project baseline indicators.

1. Provide quality advice and strategic guidance for effective implementation and result-based management of the project according to project objectives and stated results as well as ASDMA policies and procedures:

- Advice the project team in developing strategies and implementation plan for the project;
- Provide technical support in the fields of decentralization, institutional reforms and local economic development;
- Advise the Project Manager/Engineering Consultant/GIS Expert/Communication Expert/Project officer in management and monitoring the project work progress and ensure timely delivery of project outputs;
- Provide effective communication, coordination and cooperation between the members of the Project Manager/Engg. Consulatnt/GIS Expert/Communication Expert/Project Officer in planning, monitoring and implementation process;
- Conduct staff capacity needs assessment against the project outcomes and draft terms of references for technical consultants and support the project manager;
- Support the Project Manager/Engg. Consulatnt/GIS

Expert/Communication Expert/Project Officer in preparation of quarterly and annually technical work plans for project activities;

- Support the Project Manager/Engg. Consulatnt/GIS Expert/Communication Expert/Project Officer in preparation of quarterly and annual progress reports of ASDMA;

- Provide strategic guidance to the Project Manager/Engg. Consulatnt/GIS Expert/Communication Expert/Project Officer in organizing and conducting effective stakeholder meetings in line with the work plan; and

- Work closely with different stakeholders in providing overall quality assurance for the project based rules and procedures.

2. Provide advisory support in monitoring and evaluation of the project to ensure effectiveness and efficiency in the delivery of project activities and objectives:

- Advise the Project Manager/Engg. Consulatnt/GIS Expert/Communication Expert/Project Officer in the review of project targets and outputs against the progress and changing conditions in the target areas;

- Contribute to the consolidation of knowledge and lessons learned and distill good practices for dissemination;

- Advices and inputs in the general preparation and delivery of work plans, budgets and work packages in accordance with the policies and procedures of ASDMA, guidelines for Implementation, Guide on measures to mainstream gender considerations in the project activities and in the monitoring and evaluation;

- Conduct regular field visits with counterparts to monitor field activities and assist with the organization of visits and supervision missions from the co-operating institutions;

- Liaise with DDMA's and other stakeholders in the tracking, management and update of project risk and provide corrective recommendation where possible;

- Provide advice and inputs to project in drafting management responses to issues and recommendation raised by mid-term and final term evaluations.

3. Coordination with the Project Manager/Engg. Consulatnt/Project Officer, act as liaison person with relevant line ministries, provincial departments and other stakeholders:

- Coordinate and promote effective collaboration with ministry line departments, NGOs/IOs, private sector and other development partners to support sub-national capacity development on issues related to

community based sustainable forest management;

- Coordinate the activities of international and national technical advisors and consultants;
- Liaison with experts and other stakeholders and provide technical inputs for the development of guidelines, training materials and others as necessary;
- Facilitate communication interaction between ASDMA, GoA and counterparts in regard to achieving project outputs
- Build synergies and partnerships with key partners to ensure greater impact of the project;
- Promote dialogues and inputs from development partners into key project outputs at the national and provincial level;
 - Liaise with the Project Manager in compiling lessons learned policy implications.

D. Experience:

- Retired State/Semi-Government employee with professional experience in the areas of decentralization, local administration reform, implementation of technical project and local economic development;
- Previous work experience of at least 10 years in disaster related project under Govt. Semi Govt. department.
- Familiarity and prior experience with ASDMA requirements and procedures is considered as an asset;
- Profound experience in technical projects (related to Civil, Hydrology, Meteorology, ICT) with project conceptualisation, proof of concept and implementation shall be an added advantage.
- Demonstrated experience and success in the engagement of and working with government counterparts;
- Good analytical and problem-solving skills and the related ability to adaptive management with prompt action on the conclusion and recommendations coming out from the project's regular monitoring and self-assessment activities as well as from periodical external evaluations;
- Ability and demonstrated success to work in a multi-disciplinary team to effectively organize and lead it, and to motivate its members and other project counterparts to effectively work towards the project's objective and expected outcomes;
- Strong resource mobilization, negotiations and communication skills and competence in handling project's external relations at all levels;
- Demonstrated ability to manage and motivate people in a complex environment and achieve set goals under time pressure;
- Fluency in English and Assamese languages;

- Computer proficiency (MS Office package, Internet) is a must;
 - Proven ability to think strategically, express ideas clearly and concisely, work both independently and in teams, and demonstrate self-confidence combined with sensitivity to gender and culture;
 - Knowledge of change management and institutions at national and local levels would be an advantage.
- Should have minimum past qualification experience of 10 years in the fields related to Disaster Management. Post Qualification (Masters Degree)
 - Must also have reasonable experience in the field of preparation of Disaster Management and guidelines or working in the areas related to Disaster Management.
 - Operation plan for policy formation or Disaster Management or conceptualization knowledge of latest trends and developments in next generations.

E. Travel Requirements:

The Advisor Project shall be based full time at the ASDMA office in Guwahati and the project advisor must be willing to travel extensively in other districts of Assam as and when required.

F. Reporting and Performance Review:

The Advisor Project will report to the Chief Executive Officer, ASDMA. The work and performance of the Project Advisor shall be reviewed by the Chief Executive Officer, ASDMA on a periodic basis.

G. Facilities to be provided by the Employer (ASDMA):

ASDMA will provide the consultant with the following facilities and services:

- Office space including furniture and utilities.
- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations.
- Counterpart staff to work with.
- All day to day office travel, transportation, and accommodation arrangements will lie entirely with the consultant. However, in case of necessary travel to field and or outside ASDMA office.
- The Advisor Project will be provided transportation or travel costs and per Govt. of Assam TA/DA norms laid down for (Sr. Grade. officer).
- Leave applicable as per Assam Leave Rule 1934.

H. Physical Fitness:

The applicant should be physically fit to undertake extensive field visit within and outside the state.

I. Skill:

- The candidate should have fairly good writing ability in English and Assamese language and fluency of speech in both the language.

- The candidate must have outstanding communication, documentation, presentation and organizational and management skills.
- The candidate should possess knowledge in the use of computers and MS office packages etc.
- Ability to prepare comprehensive reports and other communication material for providing progress updates.
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Speak and write clearly and effectively; correctly interpret messages from others and respond appropriately; demonstrate openness in sharing information and keeping people informed.
- The candidate should be physically and mentally fit to work in disaster situations. He/she will be liable to serve anywhere in the state for project implementation.



Recent Passport Size
Photograph

Prescribed Application Form
(To be downloaded)

ASSAM STATE DISASTER MANAGEMENT AUTHORITY

ASSAM SECRETARIAT COMPLEX :: OPP. SECTT. BR. OF SBI :: DISPUR :: GUWAHATI :: 781 006.

Post applied for [*please put (✓mark against the post. Separate application forms to be used for applying for multiple posts):*]

Advisor - Projects

Please read the instructions given below carefully:

While filling up the Application Form, an applicant is requested to note the following:-

- This application is a key part of the selection process. Fill each and every part of the Form carefully and completely. In case, any clause in the form is not applicable in your case, please write "Not Applicable" (NA) in the space provided.
- Incomplete applications will be rejected.
- Please enclose copies of mark-sheets of all Board/ University Examinations.
- Please enclose copies of work experience certificates, if any.
- Please enclose copies of relevant certificate relating to proficiency in Computer Application.
- The LAST DATE of submission should be strictly adhered to.
- Candidates are liable to be disqualified for furnishing false or wrong information.

FILL IN THE FOLLOWING IN CAPITAL LETTERS ONLY:-

1. Name of the applicant as recorded in HSLC or Equivalent Certificate:

2. Gender : Male Female

3. Date of Birth (as recorded in HSLC or equivalent certificate):
Date Month Year

4. Complete Age as on (01-01-2023) Years.

5. Caste: SC ST OBC Gen Please specify _____ (In case of SC/ST candidates proper caste certificate from the Competent Authority must be furnished.)

6. Name of Father:

7. Name of Mother:

8. Name of Spouse (if applicable):

9. Present Occupation, if any:

10. Educational Qualifications (HSLC/ HS onwards):

Name of Examination	Name of School/ College with full Address	Board/ Council/ University	Year of Passing	Class/ Div./ Grade	% of Marks obtained
(HSLC or Equivalent)					
(Higher Secondary)					
(Degree)					

11. Other Qualifications, If any:

12. Computer Proficiency (Yes/No):

13. Experience (Please give details thereof and use extra sheets, if necessary):

Name of Office / Organization	Designation	Period of service rendered			Pay drawn per month
		From	To	Total period (YY-MM-DD)	

14. Language(s) Known:

15. Employment Exchange Registration No., if any (Provide Photocopy of Registration Card, if any)

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16. Address for Correspondence:

Pin Code:

17. Permanent Address of the Applicant:

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Pin Code:

18. Email ID, if any:

19. Telephone/ Mobile No.(s), if any:

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20. Distinction/ Award/ Special Achievements/ Extra Curricular Activities (attach a separate sheet if required):

DECLARATION

1. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications, computer proficiency etc. prescribed for admission to the recruitment.
2. I have enclosed photocopies of certificates in support of my claim for Educational Qualification / Computer Proficiency and Age.]
3. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
4. I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after the recruitment, my candidature / appointment is liable to be cancelled forthwith.

Place:

Date:

Signature of the Applicant

- **APPLICATION NOT SIGNED BY THE CANDIDATE WILL BE REJECTED.**
- **PHOTOCOPY AND SCANNED SIGNATURE WILL NOT BE ACCEPTED.**

NOTE:

Applicants are advised to submit the application well before the closing date so that it reaches **The Chief Executive Officer, Assam State Disaster Management Authority, Assam Secretariat, Opposite Secretariat Branch of SBI, Dispur, Guwahati-06**, on or before the closing date. Applications not received or delivered at ASDMA Office within the fixed date and time for the purpose or not submitted in the manner prescribed will not be considered. No application received after the closing date will be accepted under any circumstance.