

Assam State Disaster Management Authority

Vacancy Announcement

Applications along with Prescribed Application Form, 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.

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.	Technical Consultant (Child-Centered Risk Informed Programming & Emergency Preparedness for Response)	1 (one) No.


The application, complete in all respects in the prescribed application form and along with testimonials should be submitted on or before 10th June, 2021 / 3.00 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/>,


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

ASSAM STATE DISASTER MANAGEMENT AUTHORITY

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Name of the Post : Technical Consultant (Child-Centered Risk Informed Programming & Emergency Preparedness for Response).

No. of post- 1 No.

Duration of Engagement: The consultancy assignment commences from the date of engagement till 31st December 2021.

Qualification & Experience:

- A Postgraduate in Disaster Management / Environmental Sciences / Social Science and related subject with at least 55% and above percentile at PG level.
- Minimum 2-3 years of experience in disaster risk reduction including experience of providing technical assistance to state / national government on policy and planning related matters.
- Previous experience of drafting policy papers / plans / SoPs' for state governments will be added advantage.
- Should have experience in designing and implementing training & capacity building initiatives at state / national level.
- Should be technology savvy and possess technical skills for process documentation.
- Experience of working with state government/s in India will be added advantage.
- Should not be below 21 years and above 43 years on 1st January, 2021.

Deputy Secretary & State Project Coordinator
Assam State Disaster Management Authority
Govt. of Assam, Dispur, Guwahati-6

Duties and Responsibilities:

The Technical Consultant stationed at the ASDMA, Assam Secretariat will work with the State Disaster Management Authority under the direct supervision of State Project Coordinator, ASDMA and perform the following duties:

- Support finalization of DRR Roadmap document in coordination with stakeholders and its roll-out.
- Support analysis and understanding of child deaths, design and execution of targeted awareness generation campaign towards reduction of child deaths during floods.
- Support school safety and security related actions including streamlining school safety reporting and overall support in the functioning of State School Safety Advisory Committee.
- Support roll-out of relief camp management Standard Operating Procedure including capacity building of stakeholders.
- Support roll-out of flood reporting and information management system.
- Support in matters related to roll-out of State Disaster Risk Mitigation Fund.
- Support in matters related to non-medical response to COVID-19 including strengthening of volunteer management system.
- Any other duties and responsibilities that maybe assigned from time to time.

Duty Station: ASDMA, Assam Secretariat, Dispur, Guwahati – 6, Assam. Due to the ongoing COVID situation, the consultant may have to work in virtual mode by establishing remote contact with the duty station as and when required by the Authority.

Fixed Remuneration: ₹ 55,000/- per month.


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

Deputy Secretary & State Project Coordinator
Assam State Disaster Management Authority
Govt. of Assam, Dispur, Guwahati-6

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.