

ASSAM STATE DISASTER MANAGEMENT AUTHORITY: ASSAM

VACANCY ANNOUNCEMENTS

Applications along with attested copies of all Certificates, Mark sheets etc. are invited from the intending candidates who are Indian Citizens for engagement on contractual basis for three years for the following posts under the Assam State Disaster Management Authority. The contract period could be extended beyond three years also, subject to suitability of applicants.

The applicants may have to appear for a written test/interview for which no TA/DA shall be paid for the purpose. The Authority reserves the right to accept or reject any application without assigning any reasons thereof.

The applications along with testimonials should be submitted **on or before 10th of January, 2011.**

To

The Chief Executive Officer,
Assam State Disaster Management Authority,
Block 'C' Second Floor (Disaster Management Cell),
Assam Secretariat (Civil),
Dispur, Guwahati-781006
ASSAM

The envelope containing the application should mention the name of the post applied for on the top of the envelope. Candidates without requisite qualification prescribed for the different categories of post need not apply.

1. **Name of the Post: Engineering Consultant(Flood Mitigation)**

NO. of post-1No.

Essential Qualification:

- Degree in Civil Engineering from recognized University
- Minimum 5 (five) years experience in civil engineering

Desirable Qualification:

- 3 years working experience in flood mitigation
- Knowledge on flood modeling , flood zoning with GIS would be an added advantage
- **Serving Engineers meeting the qualification may also apply.**

Core Duties & Responsibilities:

- Flood Risk assessment in the state.
- Provide hydrological and flood risk advice.
- Work closely with Water Resources Department.
- Liaise with Hydroelectric Power producing agencies in and outside the state for hydrological monitoring, flood forecasting and timely early warning strategy development.
- Provide strategic advice for land use management.
- Develop & implement flood warning techniques.
- Advice ASDMA and concerned Departments about dealing with sedimentation and river erosion problems.
- Work out strategy for surveying status of Flood control structures and taking necessary steps for strengthening them.

- Discharge all duties and responsibilities relating to implementation of any related technical project taken up by SDMA
- Render technical advise in respect pf execution of the project or any other technical matter as would be required by the SDMA
- Any other duty that may be assigned from time to time.

2. Name of the Post: Systems Expert

No of Post-1No.

Essential Qualification:

- M.Sc(IT)/MCA/B. Tech/B.E. In computer science or IT or software engineering from a recognized University.
- At least 2(two) years experience in installation, configuration administration of servers on windows and linux platform

Serving Government Officers meeting the requisite qualifications may also apply.

Duties and responsibilities:

- Promotion, Planning, Design, development and Implementation of computerization of the SDMA & DDMA's.
- Design and Implementation of computer aided Information Systems.
- Managing Information System
- Provide system level support of multi user operating systems, hardware and software tools, including installation, configuration, maintenance, and support of these systems.
- Work as a team member with other technical staff, such as networking to ensure connectivity and compatibility between systems.
- Any other duty that may be assigned from time to time.

3. Name of the Post: Project Officer for Disaster Management(District HQ)

No of Post-16 Nos.

Essential Qualification:

- Graduate degree in any discipline.
- Should not be below 21 years and above 42 years.
- Should have minimum 2(two)years working experience as a full time paid employee in an organization of repute dealing with Disaster Management or in the Development and Social sector.
- Should have excellent communication skills in Assamese and English.
- Should have Computer skills specially MS word/Excel/Power point/use of INTERNET etc.

Duties & Responsibilities:

- Facilitate and coordinate for preparation of multi-hazard Disaster Management plans of the District, Blocks, GP s and Villages along with government functionaries.
- Help the District administration/Block for selection of partners for the CBDP work.
- Contribute in the development of awareness campaign strategy and awareness generation activities like street plays, rallies, painting and drawing competitions amongst school children on disaster preparedness.
- Supporting in the training and capacity building programme of the govt. officials/ PRIs/ NGOs/ CBOs/ youth clubs SHGs/ Teachers and others concerned on various aspects of disaster management.

- Facilitate the process of Community Based Disaster Preparedness exercises at Block, GP and village levels through active involvement of Govt. officials, PRIs/ NGOs/CBOs/Youth Clubs.
- Coordinating and facilitating programmes for disaster management task forces formed at various levels on Health and First Aid, Search and Rescue Operation, Sanitation, Shelter Management, Carcasses & Garbage disposal, use of early warning equipments/HAM radio operation etc.
- Establishing linkages with Civil Society Response group at various levels for emergency response plan development.
 - Networking with NGOs/CBOs/NCC/NSS and other agencies working in the field of Disaster Management for unification of the strategy and process.
- Assisting the Deputy Commissioner in performing all activities related to disaster management
- Facilitating establishment of effective communication systems for early tracking and dissemination of warnings at the district level.
- Facilitating establishment of control rooms at District and block levels for Disaster Management Information dissemination.

4. **Name of the Post: Project Officer (Training & Capacity Building) for Disaster Management(State HQ)**

No of Post-1 No.

Essential Qualification:

- Graduate degree in any discipline.
- Should not be below 21 years and above 42 years.
- Should have minimum 2(two) years working experience as a full time paid employee in an organization of repute dealing with Disaster management or in the Development and Social sector.
- Should have excellent communication skills in Assamese and English.
- Should have Computer skills specially MS word/Excel/Power point/use of INTERNET etc.

Duties & Responsibilities:

- Develop an Annual Training Calendar for ASDMA.
- All matters relating to training with NIDM, NDMA, ASDMA, etc.
- Build up a database of trained personnel in different aspects of Disaster Management
- Build up a database of trainers in the different areas of Disaster Management
- Coordinate with the Institutes/ Organisations for design and development of different training modules and implementation of training
- Organise Workshops and Seminars
- All works regarding activating the Centre for Disaster Management, AASC
- Conceptualise and build up the Resource Centre for ASDMA

Sd/-

(Atul Chaturvedi)

Chief Executive Officer

Assam State Disaster Management Authority