



F. No. 01-11/2023-Admn
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi -110 029
Tel. No. 26701700



Sub: Advertisement for the position of Consultant in National Disaster Management Authority (NDMA) on contract basis.

NDMA invites applications from Indian national having requisite qualification and experience for following position:-

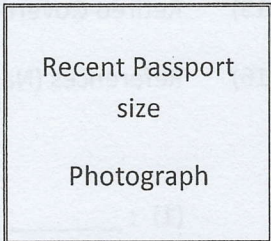
Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1.	Senior Consultant (International Co-operation in Disaster Management)	Contractual	2 (Two)	Essential:- Post Graduation in International Relations/ Studies, Social Sciences or Disaster Management or a related discipline. Desirable:- M. Phil or Ph.D. in a relevant field	<ul style="list-style-type: none">• A minimum of 7 years of work experience in the area of disaster management/ humanitarian assistance. Retired Government Servants should have experience of 5 years in Scale 11 (as per Seventh CPC).• The applicant must have worked with a government agency or public/ private sector organization or an international agency in a role related to disaster management.• The applicant with knowledge, familiarity and exposure to international disaster management frameworks.• Experience of working in an international, regional, bilateral, multilateral, organizations in the field of disaster management will be preferred.• Both the educational qualifications and work experience together must prove credentials of the applicant as an established expert in the field.	50 years (62 years for retired Govt. employee)

2. **Remuneration Band** Rs. 1,25,000/- to 1,75,000/- pm for Senior Consultant. Remuneration in respect of retired Central Government employee engaged as a Consultant shall be regulated as per Ministry of Finance, Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09th December, 2020.
3. The detailed terms and conditions and eligibility criteria (educational qualifications, age, experience etc) for engagement of above position are indicated in the Term of References (ToR) of the above position and may be seen on NDMA website at <http://ndma.gov.in>.
4. Essential /desirable educational qualifications and experiences will be verified with original certificates.
5. Interested individuals may send their bio-data in the prescribed proforma available on the NDMA website alongwith statement of purpose (SOP) in maximum 250 words, recent passport photograph and copies of certificates establishing their educational qualification, experience to Shri Abhishek Biswas, Under Secretary (Admn.), National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029, Phone No. 011-26701700 within **20 days** from the date of publication of advertisement in the employment news.

(Abhishek Biswas)
Under Secretary (Admn.)

Application of engagement as Consultant in the National Disaster Management Authority.

Post applied for : _____



(1) Name : _____

(2) Father's Name :- _____

(3) Sex (Male / Female) : _____

(4) Date of Birth _____ Age _____ Years.

(5) Category : SC/ST/OBC/General/Any Other (Pls. specify) _____

(6) Contact Address :- _____

(7) Permanent Address :- _____

(8) E-mail : _____ Phone _____

(9) Education (College education in reverse chronological order) (Pls add rows if required) :

S No.	Year	Degree/ Diploma	University/ Institution	Division/ GPA	Subjects

(10) Experience (in reverse chronological order) (Pls add rows if required)

S No.	Period			Organization / Institution	Nature of work	Accomplishments
	From	To	Total			

(11) Trainings: _____

(12) Publications:- _____

(13) Awards / recognitions: - _____

(14) Membership of Professional Bodies/ Associations: - _____

(15) Retired Government staff (Pls indicate Pay/Pay band) :- _____

(16) References (Name, Designation, Institution, address, e-mail and Phone Number) :-

(1) : _____ (2) : _____

I have carefully gone through the advertisement and I am well aware that the information furnished above is duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the position. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date _____

Signature _____

* Application form is to be submitted alongwith Statement of Purpose (SoP) in 250 words (maximum) and copies of certificates establishing educational qualifications, work experiences, trainings participated etc.

Sl. No.	Name of the Institution	Year	Grade

Sl. No.	Name of the Institution	Year	Grade

Government of India
Ministry of Home Affairs
National Disaster Management Authority
(Capacity Building & Training Division)

NDMA Reference:

Subject: Terms of Reference

Title of the Position: Senior Consultant (International Cooperation in Disaster Management)

Level: Senior Consultant

Budget Line/Head: Rs.1,25,000/- – Rs.1,75,000/- (Remuneration, allowances, leave entitlement, maximum terms of appointment in respect of Central Government Employees engaged as consultant on contractual basis in NDMA shall be regulated as per the provisions laid down in MoF, DoE OM No.3-25/2020-E.III.A dated 9.12.2020).

1. **Name of the Division: Capacity Building & Training (CBT) Division**

2. **Purpose/Rationale of the Assignment:** The National Disaster Management Authority (NDMA) is the apex-level institution for disaster management in India. The Disaster Management Act, 2005 provides for setting up the NDMA along with a host of other institutions at the national, state, and district levels. Chaired by the Prime Minister, the NDMA is mandated to lay down the policies, plans and guidelines for disaster management, and implement various programmes related to various aspects of disaster management. Since its inception, the NDMA has taken several initiatives and programmes in strengthening disaster preparedness and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country.

The National Policy of Disaster Management (2009) calls for making national endeavor to develop close cooperation and coordination at the international level in all spheres of disaster management. India offers humanitarian assistance to disaster affected countries as a good will gesture. India also accepts humanitarian assistance from friendly countries.

In pursuance with the national policy, NDMA represents India in various international forums in the area of disaster management. It promotes international cooperation in disaster management at various levels. At the international level, NDMA participates in the United Nations Office for Disaster Risk Reduction (UNDRR), Global Fund for Disaster Risk Reduction (GFDRR), and various other UN agencies. At the regional level, NDMA represents India in various inter-governmental organizations such as Asian Disaster Preparedness Center (ADPC), SAARC Disaster Management Center (SDMC), and Regional Integrated Multi-hazard Early Warning System (RIMES).

NDMA supports various activities and exercises related to disaster management in regional mechanisms such as the South Asia Association for Regional Cooperation (SAARC), the Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Cooperation (BIMSTEC), the Indian Ocean Rim Association (IORA), and the Shanghai Cooperation Organization (SCO).

NDMA represents the country in promoting international cooperation through exchange of ideas and expertise in disaster management by signing MoUs/Agreements with various countries such as Russia, Germany, Japan, Tajikistan, Bangladesh, Italy, Mongolia, etc. NDMA receives several bilateral visits and experts missions from many countries.

NDMA organizes many international events, exercises, and conferences on disaster management. In the recent past, NDMA organized the Asian Ministerial Conference on Disaster Risk Reduction in November, 2016. It has organized many exercises in disaster and humanitarian response involving several countries in the region.

NDMA has also taken a lead role in setting up the Coalition for Disaster Resilient Infrastructure (CDRI), which has now emerged as an international organization with a membership of more than 30 countries. NDMA plays an important role in the governance structure of the CDRI.

Considering the importance of promoting international cooperation in disaster risk management in the country, NDMA requires the services of an experienced professional as Senior Consultant, International Cooperation.

3. **Duration:** Initially, a successful candidate will be given contract for one year (full time) which may be extended up to a maximum of another two years (maximum of three years) subject to satisfactory performance.

4. **Number of Vacancies:** Two (2)

5. **Job Description:** Senior Consultant, International Cooperation in Disaster Management will support the NDMA leadership and its various divisions in promoting international cooperation in the area of disaster management. S/he will carry out these responsibilities through participation in various international and regional initiatives as well as through coordination with various international and regional organizations. In addition, s/he will assist NDMA in extending humanitarian and technical assistance and capacity-building support to other countries.

6. **Tasks/Deliverables:** The Senior Consultant will work under the overall supervision of the CBT Division and will perform the following tasks:

- Assist NDMA in organizing international workshops, seminars and conferences to promote regional and international cooperation in disaster management.
- Assist NDMA to participate in the Global Platform for DRR and Asian Ministerial Conference and other such conferences in disaster management.
- Support NDMA in organizing regional simulation exercises such as SADMAEx, PANEX, etc.

- Prepare draft background notes / concept papers / agenda / schedule for regional and global disaster management events.
- Support NDMA in developing bilateral / multilateral cooperation projects in the area of disaster management.
- Develop partnerships and explore potential areas of cooperation with bilateral and multilateral agencies in disaster management.
- Organize meetings with bilateral and multilateral agencies from time to time to explore future areas of cooperation in disaster management.
- Prepare proceedings and reports of regional simulation exercises, conferences and meetings for dissemination.
- Assist NDMA in implementation of the ongoing projects supported by bilateral and multilateral agencies.
- Assist NDMA in monitoring, evaluation and learning exercises of the projects being implemented by the NDMA with the support of bilateral and multilateral agencies.
- Coordinate on behalf of the NDMA with Central and state ministries, departments, agencies, SDMAs, and other agencies for rendering humanitarian assistance to other disaster-affected countries
- Coordinate on behalf of the NDMA with central and state ministries, departments, agencies, SDMAs, and other agencies for receiving foreign humanitarian assistance from friendly countries
- Participate in the meeting of NDMA Task Forces, Working Groups and Committees to provide technical inputs related to international cooperation
- Any other assignment/work on the subject which can be given by the CBT Division.

7. Qualification

Education	<ul style="list-style-type: none"> • Essential Qualifications: Post Graduation in International Relations/Studies, Social Sciences, or Disaster Management, or a related discipline. • Desirable Qualifications: Candidates with M. Phil or Ph.D. in a relevant field will be given more weightage in the process of selection.
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8. Work Experience:

- A minimum of 7 years of work experience in the area of disaster management/ humanitarian assistance. Retired Government Servants should have experience of 5 years in Scale 11 (as per Seventh CPC).
- The applicant must have worked with a government agency or public/private sector organization, or an international agency in a role related to disaster management.
- The applicant with knowledge, familiarity, and exposure to international disaster management frameworks
- Experience of working in an international, regional, bilateral, multilateral, organizations in the field of disaster management will be preferred
- Both the educational qualifications and work experience together must prove credentials of the applicant as an established expert in the field.

9. **Competencies:**

Functional competencies	This position requires following demonstrated functional competencies <ul style="list-style-type: none">• Promoting the vision of NDMA• Strong Inter-personal and communication skills• Advising, Leading and Supervising• Formulating concepts and strategies• Ability to work in a team situation• Ability to work closely with other stakeholders in the field of disaster management• Proactive engagement and dialogue• Strategic advice and communication
Language proficiency	<ul style="list-style-type: none">• Fluency in written and spoken English is required for this position

10. **Upper Age Limit:** Upper age limit will be 50 years. For retired Govt Servants, upper age limit will be 65 years. The candidature of candidates from retired central/state Govt employees applied for the position, who cross 65 years of age during selection process or before final selection will be eliminated without any notice/intimation.

11. **Reporting Mechanism:** Consultant shall report to Advisor/Joint Secretary (CBT), I/C CBT Division, NDMA

12. **Schedule of completion of Tasks:** The Consultant shall complete the assigned tasks in a time bound manner. It is a full time engagement and the Consultant shall not take any other assignment during the period of consultancy with NDMA.