

**Walk in Interview on 22.11.2018 for the post of  
Program Officer and Project Associates at  
National Institute of Disaster Management,  
Southern Campus, Andhra Pradesh  
(Ministry of Home Affairs , Govt of India)**

The National Institute of Disaster Management is seeking experienced qualified candidates for the positions of **Program Officer (one) and Project Associates (two) for its Child Centric- DRR Unit, to be based at NIDM Southern Campus, Andhra Pradesh. The project is supported by UNICEF.** The assignment is expected to commence in November 2018. Details of the assignment and information for applicants can be found on the website [www.nidm.gov.in](http://www.nidm.gov.in). The date of the interview is 22.11.2018 at 10:30 AM. The interview will be held at Hotel D.V Manor, Vijayawada Andhra Pradesh.

2. Candidates are requested to bring CV, all testimonials, certificates, mark sheet in original for the verification by the office.

Location of the job **NIDM-Southern Campus, Andhra Pradesh**

**Detailed ToRs are placed below**

## **Terms of Reference for One Post of Program Officer**

The National Institute of Disaster Management is seeking experienced qualified candidates for the position of **Program Officer(One)for its Child Centric- DRR Unit, for its Southern Campus, Bapatata, Guntur, Andhra Pradesh**. The assignment is expected to commence in November 2018. Details of the assignment and information for applicants can be found below.

Location: NIDM-Southern Campus, Andhra Pradesh Human Resources Development Institute, Bapatata, Guntur,

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The National Institute of Disaster Management (NIDM) was constituted under an Act of Parliament with a vision to play the role of a premier institute for capacity development in India and the region.

The Institute is in the process of establishing Child Centric-DRR Unit in the Southern Campus to reach out to states with knowledge and skills to manage specific hazards and national flagship programs. The institute is currently operating from APHRDI, Bapatata, Government of Andhra Pradesh. In a couple of years NIDM South campus would be moving to its own building in Kondapavuluru Village, Gannavaram Mandal, Krishna District. This will facilitate particular consideration of capacity development needs of Southern States that are exposed to cyclone, urban flooding and drought as few major concerns. The major outputs of the Center are:

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1. Establish Child Centric –DRR Unit in NIDM-Southern Campus
2. Child Centric DRR unit to support 10 Administrative Training Institutes and Sectoral Institutes to develop the capacity of existing faculty to administer Child Centric-in training modules, thematic policy papers and mainstream issues of children in plans and programs
3. Build knowledge base of 50 Master Trainers in Child Centric DRR in each of the 10 States, with focus on the departments that UNICEF is working with – Education, DWCD, Labour, Panchayat Raj & Rural Development, Health and Police, to integrate DRR into development planning.

### **Duties and Responsibilities**

#### **1. Program Management Activities**

- Overall lead to Child Centric – DRR unit and also function as In-charge of NIDM- SC till full team is recruited.
- Mentor in developing Master Trainers in the areas Development issues, Disaster Management, Disaster Risk Reduction and Climate Change.
- Review literature and legislation relevant to the program;
- Contribute substantial input to development of work plans, research questions, project concept notes, and field research guides;
- Help to coordinate the multiple branches of the program and the wider program team;
- Identify and develop possible areas for NIDM partnership with local organizations, universities, research institutions, etc;
- Represent the NIDM in coordination meetings, staff meetings, workshops, and meetings with stakeholders;

- Support research associates in conducting research reports, briefing notes, policy papers, and other materials as required;
- Help to develop and coordinate research dissemination and follow-up activities, including providing substantive advice on the future direction of the program; and
- Other duties as required.

## **2. Capacity building and research activities**

- Co-ordinate with institutions of State and Center for organizing capacity building programs
- Conduct interviews with a variety of actors (government, traditional leaders, CSOs, youth groups, women's leaders, etc), using a full-range of qualitative research techniques;
- Assist in the recruitment and management of a local research team, including providing training, mentoring and on-site monitoring of researchers;
- Provide insights into the findings of field research, using substantial local knowledge (political, institutional, cultural, etc); and
- Other duties as required.

### **Essential Qualifications:**

The successful candidate should have following qualifications;:

- Fluency in English, Hindi
- Master degree in social sciences from recognized University(required-advanced degree preferred), in addition knowledge of Research Methodology and Basic Statistics will be desirable
- At least 8 years experience working in the field of Social Development and of which at least 4 years in Disaster Management training and Capacity Building
- Experience of Project development, writing DPR and Project Management

Preference would be given to ;

- Proven record of successful interaction with individuals from a diverse array of backgrounds, including government officials, women, the elderly, youth, CSOs, etc;
- Demonstrable experience conducting and analyzing field research and managing a local research team;
- In-depth understanding of the social, institutional, and political environment in the country
- Knowledge of computer application, including Microsoft Word and Excel; Power Point etc
- Experience of guiding training module development especially in the area of women and children safety .
- Experience of working in international organization
- Project management and Development
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Qualified female candidates are encouraged to apply.

Salary: Rs 1,75,000/- per month                      Age Limit : 35 years (minimum)

Duration of assignment : One Year which may be extended for further period of one year

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## **Terms of Reference for two post of Project Associate**

The National Institute of Disaster Management is seeking experienced qualified candidates for the positions of **Project Associates (Two post) (Training and Research) for its Child Centric- DRR Unit, for its Southern Campus, Bapatla, Guntur, Andhra Pradesh**. The assignment is expected to commence in November 2018. Details of the assignment and information for applicants can be found below.

Location: NIDM-Southern Campus, Andhra Pradesh Human Resources Development Institute, Bapatla, Guntur,

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The National Institute of Disaster Management (NIDM) was constituted under an Act of Parliament with a vision to play the role of a premier institute for capacity development in India and the region.

The Institute is in the process of establishing Child Centric-DRR Unit in the Southern Campus to reach out to states with knowledge and skills to manage specific hazards and national flagship programs. The institute is currently operating from APHRDI, Bapatla, Government of Andhra Pradesh. In a couple of years NIDM South campus would be moving to its own building in Kondapavuluru Village, Gannavaram Mandal, Krishna District. This will facilitate particular consideration of capacity development needs of Southern States that are exposed to cyclone, urban flooding and drought as few major concerns. The major outputs of the Center are:

1. Establish Child Centric –DRR Unit in NIDM-Southern Campus
2. Child Centric DRR unit to support 10 Administrative Training Institutes and Sectoral Institutes to develop the capacity of existing faculty to administer Child Centric-in training modules, thematic policy papers and mainstream issues of children in plans and programs
3. Build knowledge base of 50 Master Trainers in Child Centric DRR in each of the 10 States, with focus on the departments that UNICEF is working with – Education, DWCD, Labour, Panchayat Raj & Rural Development, Health and Police, to integrate DRR into development planning.

### **Duties and Responsibilities**

The NIDM aims to increase the number and quality research paper on Development Issues related to Disaster Management and Disaster Risk Reduction. This overall objective is to be achieved through the following intermediate objectives

1. Conduct secondary desk reviews of issues that are relevant to Disaster Management and Climate Change to influence policy issues and program designs
2. Conduct need based primary research to develop evidences for advocacy and trainings
3. Build capacity of Stakeholders on child centric DRR, Risk Informed Programming, Emergency Preparedness, Social Sector Recovery and Post-Disaster Management methods.
4. To develop training modules and conduct trainings/capacity building programs

## **Summary of position**

National Institute of Disaster Management seeks 2 Project Associates for its Southern Campus Office. He/she will report to the Program Officer of the CC-DRR unit.. The main responsibilities of the Research Associate would be:

### **Assist with in-house research:**

- Conducting academic and action oriented research to identify new areas of research in the context of Risk Governance, Disaster Risk Management
- Organizing and conducting secondary and preliminary research
- Organizing training and capacity building programs in the campus and in outreach program.
- Writing working papers on relevant themes as requested.
- Develop training modules and conduct capacity building programs.
- The project associates (Research and Training) will assist the Program Officer of CC-DRR unit in the following:
  - Preparing briefs and proposals for fund raising, RFP and EOI to enable the unit to be self-reliant
  - Helping in conducting preliminary reviews of draft documents such as Memorandum of Understanding (MoUs), Terms of Reference (ToR)
  - Support in Administrative Training Institutes to conduct child related issues as per Core Commitment to Children for Humanitarian Actin

### **Essential Qualifications:**

The successful candidate will possess following qualifications

- Fluency in English, Hindi and preference for any of the South Indian Languages
- Master degree in social sciences , statistics (required-advanced degree preferred),
- Knowledge of Research Methodology and Basic Statistics will be desirable
- At least 4 years experience working in the field of Development and of which at least 2 years in Disaster Management training and capacity building

Preferred qualification :

- Proven record of successful interaction with individuals from a diverse array of backgrounds, including government officials, police, traditional leaders, women, the elderly, youth, CSOs, etc;
- Demonstrable experience conducting and analyzing field research and managing a local research team;
- In-depth understanding of the social, institutional, and political environment in the country
- Knowledge of computer applications, including Microsoft Word and Excel; PPT etc
- Experience in program management and logistics;
- Punctuality, intellectual curiosity, willingness to take initiative, multi-tasking, and willingness to work under pressure to meet deadlines.

Salary :

The Salary for the position would range from INR 75000/- to 90,000/- per month depending upon qualification and experience.

Qualified female candidates are encouraged to apply.

Age Limit : 30 years (minimum)

Duration of assignment : One Year which may be extended for further period of one year

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