

**National Institute of Disaster Management
(Ministry of Home Affairs)**

Date: 31.07.2021

Online Walk-in Interview on 10.08.2021

The National Institute of Disaster Management is seeking experienced qualified candidates for the following positions purely on contractual basis at NIDM, New Delhi:

Sno.	Positions	No. of Positions	Remuneration p.m. (Rs.)
1.	Jr. Consultant (Emergency Food and Nutrition Security)	One	37,500/-
2.	Jr. Consultant [Storekeeper (Stationery)]	One	18,000/-

The detailed ToRs for the above positions are enclosed.

2. The date of the Online Walk-in Interview is **10.08.2021**. Interested candidates may send their detailed resume in the prescribed format (including email-id, mobile no., alternate no.) through email at **career.nidm@gmail.com** latest by **08.08.2021** for booking their time slot. Only **20 nos.** eligible candidates for each position will be entertained on first come first served basis.

3. The Online Walk-in Interview shall be held on free video conferencing software for which an app is required to be installed at the applicant's mobile/laptop. The details of video conferencing software including login credentials shall be sent only to confirmed applicants through email by **09.08.2021**.

**Executive Director
NIDM**

Terms of Reference for the position of Jr. Consultant (Emergency Food and Nutrition Security) at NIDM Delhi

Duties & Responsibilities

- Coordinate and assist the development of best practices compendium in the sector in collaboration with SDMAs and undertake a desk review in the same area.
- Implementation and coordination of a sectoral capacity needs assessment for food and nutrition sector - organizing consultation workshops, communications, and follow-ups.
- Based on the need's assessment and desk review, compile inputs from various stakeholders and assist in the development of training modules, including pilot testing and validation.
- Prepare background documents for the meetings, reference materials, organize webinars and co-ordinate with state and national level partners in organizing trainings on F&NS in the Emergency Preparedness and Response.
- Contribute in the development of guidelines and recommendations for strengthening food and nutrition in DRM space.
- Coordination in organizing workshops for knowledge exchange with stakeholders and capture policy recommendations.
- Any other task assigned by the Executive Director, NIDM/Reporting Officer.

Qualifications

Essential

- Post Graduate Degree in Disaster Management/ Climate Change/ Environment Studies/ Nutrition/ Agriculture/ Rural Development/ Social sciences or other related fields from a recognized University/Institution
- Minimum one year of work experience in the field of food security.
- Advanced computer skills with proficiency in Windows, Microsoft office.
- Languages: Fluency in spoken and written English and Hindi.

Desirable

- Experience of working on training module development and providing training in the field of DRR/DRM or emergency nutrition is an added advantage.
- Experience of working in humanitarian response, emergency response and recovery including food and nutrition response during natural disasters at the national/ state level in partnership with the government/UN agencies/INGOs.
- Knowledge of Global Emergency Response Frameworks and national scenarios.

Maximum Age

- 40 years

Remuneration

- Rs. 37,500/- per month (Rs. 35,000/- + Rs. 2,500/- (local conveyance))

Engagement & Tenure

- Contractual basis initially for a period of one year which may be further extended/renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

Place of Posting

- National Institute of Disaster Management, (NIDM), (Ministry of Home Affairs), Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi -110042.

**Terms of Reference for the position of Jr. Consultant [Storekeeper (Stationery)]
at NIDM, New Delhi**

Duties & Responsibilities

- To maintain Stationery Store of NIDM and maintain stock ledger as per stock w.r.t. various Stationery items required in NIDM.
- To assist in storekeeping of various Stationery items of NIDM.
- To upkeep and maintain Stationery Store of NIDM.
- Any other task assigned by the Executive Director, NIDM/Reporting Officer.

Qualifications & Experience

Essential

- 12th Pass from a recognized Board/Institution.
- Experience in office work/storekeeping of Stationery Store.
- Excellent communication and interpersonal skills.

Desirable

- Prior working experience in storekeeping in Govt. establishment

Maximum Age

- 35 years

Remuneration

- Rs. 18000/- per month (Consolidated)

Engagement & Tenure

- Contractual basis initially for a period of one year which may be further extended/renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

Place of Posting

- National Institute of Disaster Management, (NIDM), (Ministry of Home Affairs), Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi -110042.

NATIONAL INSTITUTE OF DISASTER MANAGEMENT

(Ministry of Home Affairs, Government of India)

Application format

Name of the Position Applied for: _____

1. Name: _____

2. Father's Name: _____

3. Date of Birth: _____

4. Domicile: _____

5. Nationality: _____

6. Mailing Address (with Tel./Mob.No. and email address): _____

7. Permanent Address: _____

8. Educational Qualification:

S. No.	Course	Subject	University/Institution	Year of Passing	Division /Class

9. Work Experience:

S. No.	Organization/ Institute	Post Held	Period From To	Pay/ Emoluments drawn	Nature of Work	Remarks

10. Brief about publications/research/documentation work etc.:

11. Additional information if any, which applicant would like to mention in support to his/her suitability for the post:

12. References: (upto 2 – Name/Affiliation and Contacts)

I certify that the statements made by me in the foregoing items are true, complete and correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld from this form may provide grounds for the withdrawal of any offer of appointment or termination, if an appointment has been accepted.

(Signature)

Dated:

Mobile No.:

Email address: