

GOVERNMENT OF BIHAR
BIHAR STATE DISASTER MANAGEMENT AUTHORITY
(DISASTER MANAGEMENT DEPTT.)
2nd Floor, Pant Bhawan, Patna -800001
Vacancy Announcement

Bihar State Disaster Management Authority invites applications for appointment on the following posts on purely contractual basis. The contract will be for three years or till further order as case may be. Educational qualifications, experience and expectations required for each of the post are given table below:-

Sl No	Name of Post	Education qualification/experience and expectation/Desirable	Emoluments
1.	Sr. Advisor Human Induced Disaster (One Post-Unreserved)	Master's Degree in relevant field: Engg. /Earth Sciences/Agriculture/Natural Science/Social Sciences /Disaster management/Development Studies stream.	Rs. 80,000 Per month Or
2.	Sr. Advisor (ENV& CC.) (One Post-Unreserved)	Working Experience: Minimum 10 years experience in relevant field.	As par Rules for Retd. Govt. personnels.
3.	Sr. Advisor Natural Disaster (One Post-Unreserved) (Expected)	Experience in Armed forces/Paramilitary forces/ General Administration/ State police/Fire Services etc. will be an additional value.	
4.	Public Relation Officer (One post-Unreserved)	University degree with diploma/ equivalent qualification in Mass Communication with minimum 1 year of Experience.	40,000/- Per Month

B. General Conditions:

- a. Candidates applying for more than one post should submit separate applications.
- b. Candidates will have to produce the proof of details furnished in their applications, at the time of interview, if called.
- c. Incomplete application or applications received after the due date in any respect will not be considered.
- d. Only Indian Nationals need apply.
- c. Canvassing in any form will be a disqualification.
- f. It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to willfully conceal or misrepresent the facts, his/her candidature will be rejected or his/her employment will be terminated.
- g. The applications must be typed neatly and sent in prescribed form in A-4 size paper, if submitted in hard copy through postal address. Persons working in Government/Public Sectors Under takings/ Autonomous Organizations should submit their applications through proper channel
- h. Candidates should be well versed with working on the computer including internet, MS applications (Word, Excel, Power Point etc.).
- i. Maximum Age limit in case of retired persons will be 62 years.
- j. The selected persons will enter into an agreement in the prescribed format with the
- k. The applicant should be of good moral character and there must not be any departmental enquiry or any criminal case pending against the applicant in any court of law.
- l. Authority keeps its right reserve to increase or decrease the number of vacancies as well as to make amendments in the specifications mentioned above, or any other decision in the interest of BSDMA, if required.

NOTE:

1. **PROFORMA FOR THE APPLICATION can be downloaded from the website**
2. For details about the above posts & to download application format, please visit: career column - www.bsdma.org. If applying for more than one post, please use separate application forms for each post.. Interested candidates may send their CV in the prescribed format with a cover letter, addressing to the Secretary, Bihar State Disaster Management Authority (BSDMA), Patna by Registered Post/ Speed Post Only on the following address: Secretary, BSDMA, 2nd Floor, Pant Bhawan, Bailey Road, Patna, 800001. Last date of application: 19-12-2022 (Till 05.00 PM)
3. For descriptions and detailed terms & conditions, please visit BSDMA website: www.bsdma.org

Secretary
Bihar State Disaster Management Authority

Terms of Reference (TOR)

Post Title: Sr. Advisor - Environment and Climate Change (One post- Unreserved)

Organisation: Bihar State Disaster Management Authority (BSDMA),

Supervisor: Vice-Chairman, BSDMA

Duty Station: BSDMA, Patna

Duration: 3 (Three) years initially.

Job Description:

- Climate change operations shall be planning and accompaniment of climate change adaptation and mitigation activities. Documenting and propagating adaptation and mitigation models.
- Supporting partners to develop and implement appropriate Climate Change Adaptation strategies.
- Conduct policy studies/analysis in the area of Climate Change and Energy.
- Develop and contribute to research activities related to Climate Change.
- Represent and build productive relationships with likeminded organizations, specifically looking at the influential role of networks/groups working on climate change issues.
- To build on evidences, derived from field-based initiatives (good coping practices) by the communities.
- Institutional capacity building to facilitate CCA approaches at & with community level.
- Development of CCA action plans through community risk and vulnerability assessment.
- Other duties and responsibilities as assigned by the BSDMA.

Knowledge & Competencies:

- Knowledge of issues emerging out of current climate change across the world especially in India.
- Understanding of the principles underpinning Climate Change Adaptation.
- Proven ability to develop manuals and guidelines to institutionalize best practices in Climate Change and Environment Management.
- Understanding of basic GIS/Remote Sensing principles and their applicability in studying climate change affects and environment.
- Project management skills and/or experience including proven ability to effectively adjust plans to rapidly changing circumstances.
- Ability to operate and lead under pressure and in physically or mentally challenging situations.
- Presentation and public speaking skills and experience therein.
- Experience of cross-cultural working environment;
- Demonstrable commitment to environmental/peace issues
- Experience of cross-cultural working environment;
- Demonstrated ability to organize and facilitate stakeholder and focus group meetings and capacity to work with government.
- Excellent computer/IT Skills and proficiency in MS Office applications (Word, Power Point Excel etc.), Internet, Web applications etc.

Secretary

Bihar State Disaster Management Authority

Terms of Reference (ToR):

Post title: Sr. Advisor (Natural Disaster) (One Post- Unreserved)

Organisation: Bihar State Disaster Management Authority (BSDMA).

Supervisor: Vice-Chairman, BSDMA

Duty Station: BSDMA, Patna.

Duration: 3 years initially or till further order as the case may be.

Job Description:

- To create awareness about the hazards in Bihar and what the people could do for their own safeguards.
- Sensitization of various stake holders towards taking prior action so as to minimize the hazard impact.
- To devote attention to the safety of schools and hospitals/ healthcare institutions in rural as well as in urban areas.
- To introduce modifications in the building bylaws of municipal corporation, municipal councils and Nagar Panchayats and to empower them for effective enforcement of the bylaws.
- To sensitize and empower the Zila Panchayats and gram sabhas with regard to the occurrence of natural disasters and to provide them simple guidelines for the safety of infrastructure.
- To ensure that all new constructions are carried out with disaster resistant design and good quality of materials and technologies.
- To carry out assessment of safety of existing constructions mainly buildings, bridges, dams etc, under various natural disasters and to develop methodology for their retrofitting so as to achieve safety against total collapse or severe damages.
- To plan scenarios and simulations for DRR.
- To assist in carrying out capacity building of various stake holders to mitigate the impact of all natural hazards.
- To disseminate the relevant guidelines issued by NDMA/ BSDMA and take steps for their implementation in the state.
- To introduce appropriate modifications, wherever necessary, in preparing the building bye laws of urban local bodies and to implement them accordingly.
- Other duties and responsibilities as assigned by the BSDMA.

Knowledge & Competencies:

- Knowledge of various forms of Natural Disasters such as acts of Earthquake, Flood, Drought, Heat Waves, Cold Waves, Pollution etc.
- Proper understanding of risks originating due to human and environment/natural interplay.
- Understanding of psycho-social care, community based disaster risk reduction method.
- Demonstrated ability to organize and facilitate stakeholder and focus group meetings and capacity to work with government.
- Project management skills and/or experience including proven ability to effectively adjust plans to rapidly changing circumstances.
- Ability to operate and lead under pressure and in physically or mentally challenging situations.
- Experience of cross-cultural working environment. Excellent computer/IT Skills and proficiency in MS Office applications (Word, Excel, Power Point etc.) internet, web applications etc.,

Secretary

Bihar State Disaster Management Authority

Terms of Reference (ToR):

Post Title: Sr. Advisor (Human Induced Disaster) (One Post- Unreserved)

Organisation: Bihar State Disaster Management Authority (BSDMA).

Supervisor: Vice-Chairman, BSDMA

Duty Station: BSDMA, Patna.

Duration: 3 years initially or till further order as the case may be.

Job Description:

- To create awareness about the hazards in Bihar and what the people could do for their own safeguards.
- To undertake sensitization of various stake holders towards taking prior action so as to minimize the hazard impact.
- To devote attention to the safety of schools and hospitals/ healthcare institutions in rural as well as in urban areas.
- To introduce modifications in the building bylaws of municipal corporation, municipal councils and Nagar Panchayats and to empower them for effective enforcement of the bylaws.
- To sensitize and empower the Zila Panchayats and Gram sabhas with regard to the occurrence of human induced disasters and to provide them simple guidelines, safety of infrastructure etc.
- To plan, create and develop damage scenarios under simulated condition for analysis and planning.
- To assist in carrying out capacity building of various stake holders to mitigate the impact of all human induced hazards.
- To disseminate the relevant guidelines issued by BSDMA/NDMA and take steps for their implementation in the state.
- Other duties and responsibilities as assigned by the BSDMA.

Knowledge & Competencies:

- Knowledge of various forms of Human Induced Disaster such as acts of Chemical, Biological, Radiological and Nuclear, Road Accidents, Drowning & Boat Capsizing etc.
- Proper understanding of risks originating due to human and environment interplay.
- Understanding of psycho-social care, community based disaster risk reduction method.
- Demonstrated ability to organize and facilitate stakeholder and focus group meetings and capacity to work with government.
- Project management skills and/or experience including proven ability to effectively adjust plans to rapidly changing circumstances.
- Ability to operate and lead under pressure and in physically or mentally challenging situations.
- Experience of cross-cultural working environment.
- Excellent computer/IT Skills and proficiency in MS Office applications (Word, Excel, Power Point etc.) internet, web applications etc.

Secretary

Bihar State Disaster Management Authority

Terms of Reference (ToR):

Post title: Public Relation Officer (One post-Unreserved)

Organization: Bihar State Disaster Management Authority (BSDMA).

Supervisor: Vice-Chairman. BSDMA

Duty Station: BSDMA. Patna,

Duration: 3 years initially or till further order as the case may be

Job Description:

- Be accountable for creating awareness and proactive communication with stakeholders regarding project objectives, targets and policies.
- Time to time create innovative ways to enhance project objective/strategies.
- Be responsible to understand the pulse of environment and analyze the feedback from people to improve communication and reduce ambiguity,
- To enhance awareness level through methods, content development, education and communication strategies.
- Be responsible for handling media.
- Possess the ability to execute all communication, Public Education and awareness of execution strategies and implement effective techniques for supporting and enabling public participation in the project.
- Be a lead in an emergency crisis management communication.
- Proactively build and maintain strong relationships with stakeholders that will promote brand and create positive image of the BSDMA.
- Performs related work as per requirement and instruction of BSDMA time to time.

Knowledge & Competencies:

- Knowledge of various forms of Disasters and disaster management in general.
- University degree with diploma/equivalent qualification in Mass Communication.
- Should have excellent English and Hindi writing and comprehension skills.
- Must be matured enough to manage complex relationships and various stakeholders including public representatives.
- Strong verbal and written skills and ability to convey complex information in a way others can readily follow.
- Excellent negotiating and persuasive skills, both in one-on-one or group discussions
- Be tolerant, unbiased and ability to stay calm under pressure.
- Ability of cross-culture working environment.
- Should be a regular internet user and be well versed with techniques of internet based research on various topics.

Secretary

Bihar State Disaster Management Authority

Application Form

Name of The Applicant

1. Name of the position applied for.....

2. Father's Name.....

3. EDUCATIONAL QUALIFICATIONS:

Institution	Degree(s) or Diploma(s) obtained (starting from latest degree)	Specializations /subject	year	Division

4. Professional Qualifications/ Computer/IT skills:

5. Trainings/ Certifications:

Name/ Certification	organization	Date

6. Achievements

7. Publications/Papers Presented: