

No 05/156/2021/NDMA/CBT-Part(3)
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1 Safdarjung Enclave,
New Delhi -110029

Website: <https://ndma.gov.in/en/careers.html>

Telephone No.:011-26701730

Subject: Curriculum Vitae (CV) for the position of Short Term Project Coordinator (AM) & Project Coordinator (IT) on contract basis under Up-scaling of Aapda Mitra Scheme

National Disaster Management Authority invites Curriculum Vitae (CV) for filling up the following positions of Short Term Project Coordinators on contract basis in NDMA:

SN	Name of the Position	No. of Post
1.	Project Coordinator (AM)	1
2.	Project Coordinator (IT)	1

2. The details of eligibility, job requirement and terms & conditions, for submitting CVs are available in the attached ToRs. The candidates are requested to submit a technical and a financial proposal alongwith their CVs within seven days (i.e. by 6.00 PM on 20.1.2023) to the following email: cbt@ndma.gov.in.

P.K. Mishra
12/1/23

Under Secretary (CBT)

Detailed Term of Reference (ToR) for Project Coordinator (AM) for Up-scaling of Aapda Mitra Scheme

Sl. No.	Description	Details
1.	Name of Division	Capacity Building & Training (CBT)
2.	Name of Position	Project Coordinator (AM)
3.	Post in Nature	Contractual
4.	Number of Vacancy	One (1)
5.	Purpose of Assignment	Project Monitoring and Implementation
6.	Qualification Eligibility, Experience	<p>Essential Qualification & Experience:</p> <ul style="list-style-type: none"> • Masters Degree in the field of Science/Social Science. Master in Disaster Management will be preferred. • Should have minimum post qualification experience of 3 years in monitoring and implementation of projects/schemes. • Candidates should have good knowledge of English (Writing & Speaking Skills).
	For retired Government Servants only	<ul style="list-style-type: none"> • Retired with Grade Pay 6600/- and above (Equivalent to pay Level-11 and above as per pay matrix of 7th CPC) and having experience in project monitoring at National/State level.
7.	Max. Age Limit	<ul style="list-style-type: none"> • 40 Years (upto 62 years for retired Govt. employee)
8.	Job Description	<ul style="list-style-type: none"> • To coordinate and liaise with the Project States/UTs on a monthly basis for smooth implementation of the scheme and monitor the progress with respect to project activities; • To prepare and submit a detailed project implementation chart with segregation of project activities on a monthly basis based on the feedback received from the Project States; • To assist the Programme Division of NDMA in dissemination of the training modules and materials to Project States/UTs; • To liaise with Project States/Districts to get the list of volunteers, create and update this database of the selected and trained volunteers with their essential contact coordinates; • To assist the Programme Division of NDMA in ensuring timely release of funds to the Project States(SDMAs); • To generate reports on the progress of the project deliverables on a monthly and quarterly basis based on the inputs available for the Project States; • To assist the Programme Division of NDMA to organize the meetings of the project monitoring committee and follow up on its recommendations;

		<ul style="list-style-type: none"> • Preparing project reports, technical documents and other related documents relating to Up-scaling Aapda Mitra Scheme; • Any other work that may be considered necessary for overall implementation of the scheme.
9.	Duration	<ul style="list-style-type: none"> • Engagement period will be for 4 months and further extendable subject to performance review on annual basis, and approval of Competent Authority.
10.	Monthly Remuneration	<ul style="list-style-type: none"> • The monthly remuneration for retired Govt. employees would be regulated in terms of DoPT OM No. 3-25/2020-E.IIIA dated 9th Dec. 2020 subject to maximum of consolidated amount of Rs. 1,00,000 per month. For others, it would be Rs. 1,00,000 per month (fixed). Other service conditions would be governed by Recruitment Handbook of NDMA applicable to Consultant, and subsequent modifications from time to time.

Detailed Term of Reference (ToR) for Project Coordinator (IT) for Up-scaling of Aapda Mitra Scheme

Sl. No.	Description	Details
1.	Name of Division	Capacity Building & Training (CBT)
2.	Name of the Position	Project Coordinator (IT)
3.	Post in Nature	Contractual
4.	Number of Vacancy	One (1)
5.	Purpose of Assignment	Project Monitoring and Implementation
6.	Qualification and competencies	<p>Essential Qualification:</p> <ul style="list-style-type: none"> • Master's degree preferably in Engineering with 2 years experience or B.E/ B.Tech with 3 years' post qualification relevant experience in project management/ coordination. • Experience in handling of web-based management systems, development of websites and mobile application is desirable. • Experience in data analysis an advantage. • Knowledge of technical aspects of geographical data management and utilization; familiarity with coordinate geometry, data conversion and validation, spatial analysis and visualization. • Candidates should have good knowledge of English (Writing & Speaking Skills).
	For retired Government Servants only	<ul style="list-style-type: none"> • Retired with Grade Pay 6600/- and above (Equivalent to pay Level-11 and above as per pay matrix of 7th CPC) and having experience in project monitoring at National/State level.
7.	Max. Age Limit	<ul style="list-style-type: none"> • 40 Years (upto 62 years for retired Govt. employee)
8.	Job Description	<ul style="list-style-type: none"> • Support in developing online Management Information Systems/ Web Application/Mobile Application to ensure smooth monitoring, execution and evaluation of the Up-scaling of Aapda Mitra Scheme. • Development and implementation of Information Management systems and strategies • Design, develop and manage databases, spreadsheets and other data tools; • Produce and update information products such as reports, charts and info graphics by turning data into graphical products to convey messages and a storyline; develop advocacy materials including posters, presentations and other visual materials. • Assist in the process of constructing a Database of trained volunteers under Up-Scaling of Aapda Mitra Scheme; • Ensure accurate and consistent inputting of data received from project State/UT into database;

		<ul style="list-style-type: none"> Any other tasks assigned by NDMA time to time.
9.	Duration	<ul style="list-style-type: none"> Engagement period will be for 4 months and further extendable subject to performance review on annual basis, and approval of Competent Authority.
10.	Monthly Remuneration	<ul style="list-style-type: none"> The monthly remuneration for retired Govt. employees would be regulated in terms of DoPT OM No. 3-25/2020-E.IIIA dated 9th Dec. 2020 subject to maximum of consolidated amount of Rs. 1,00,000 per month. For others, it would be Rs. 1,00,000 per month (fixed). Other service conditions would be governed by Recruitment Handbook of NDMA applicable to Consultant, and subsequent modifications from time to time.