

**GOVERNMENT OF ANDHRA PRADESH
STATE PROJECT IMPLEMENTATION UNIT (SPIU),
NATIONAL CYCLONE RISK MITIGATION PROJECT (NCRMP),
REVENUE (DM-V-SPIU) DEPARTMENT 3RD FLOOR, NORTH 'H'
BLOCK, ANDHRA PRADESH SECRETARIAT, HYDERABAD INDIA
040-23450885(T/F), 040-23450552,**

URL:<http://disastermanagement.ap.gov.in/> e-mail:
pd_ncrmp@ap.gov.in;

Advertisement No.02/ NCRMP/2012-13 DATED 10.06.2013

Applications are invited from persons having requisite qualifications and experience for engaging of consultancy services for 21 Social Mobilizers posts.

1.	Job Title	Social Mobilizer
2	Qualification	Bachelor of Arts (B.A) with Sociology as a subject or B.A in Social Work or related fields.
3	Experience	At least 3 years experience in the field of Sociology / Social Work and Community Mobilization
4	Age	Not exceeding 55 years as on 31.12.2012
5	Languages Known	Knowledge in local language Telugu is essential
6	Key Expectations	<ul style="list-style-type: none"> • The position is expected to arrange mobilization meetings in target community to strengthen the community participation on management and maintenance of the Multi Purpose Cyclone Shelters • They should organise gramasabhas for selection of the governing body members from local community • Moreover they should maintain close relation with local community and CSMMWCs governing body members (both from government side and local community side) or identification of beneficiaries • They have to educate the local community to lead and need to develop the leadership quality of local community to take the

		<p>responsibility in maintenance of Multi Purpose Cyclone Shelters during normal time and during disaster</p> <ul style="list-style-type: none"> • To ensure participation of people, especially from vulnerable social sections in maintenance.
7	Summary of major responsibilities:	
		<ul style="list-style-type: none"> i. Mobilize the Coastal Communities in the capacity building of all the population in all the coastal districts (Cyclones, Floods, and Tsunamis protection of coastal communities). ii. Conduct consultative meetings into the community iii. Facilitate in Establishing Cyclone Shelters Maintenance, Management Committees (CSMMCs) iv. Ensure documentation of all related activities in soft & hard copies v. Submit work plans & activity reports vi. Mobilize community to help in beneficiary selection as per criteria vii. Mobilize community to help in member selection from village community as per criteria viii. Handling beneficiaries/stakeholders complaints ix. Participate in project related meetings/trainings/workshops x. Any other matter incidental thereto.
8	Detailed Job Description	
	8.1	<p>Conduct consultative meetings in community on CSMMWC</p> <ul style="list-style-type: none"> • Conduct initial meetings in community about CSMMWC • Ensure better participation in the meeting • Sensitize community about the project activities
	8.2	<p>Facilitate in Establishing Management, Maintenance and Welfare committee (MMWC)</p>

	<ul style="list-style-type: none"> • Identify potential members for MMWC in targeted village • From MMWCs with village cooperation and female participation • Register MMWc members in hard and soft sheets • Arrange & organize consultative meetings with community for project know how
	<p>8.3 Ensure documentation of all related activities in soft and hard.</p> <ul style="list-style-type: none"> • Keep every activity documented in soft and hard • Maintain documentation files of the activities with relevant tags • Get every activity report signed by Project Director
	<p>8.4 Submit work plans & activity reports</p> <ul style="list-style-type: none"> • Ensure timely submission of weekly /monthly work plans • Develop & submit fortnightly work plans & daily activity report • Get every work plan & report signed by the line manager
	<p>8.5 Participate in Project Related Meetings/Trainings/Workshops etc.</p> <ul style="list-style-type: none"> • Community Mobilizer is supposed to regularly participate in project monthly/weekly review meetings • Community Mobilizer is required to join project related training/seminar or any workshop with the permission of line manager
	<p>8.6 Additional Details</p> <ul style="list-style-type: none"> • The changes in this Job Description could be made in mutual understanding of the Project Management Consultants (PMC) of SPIU • The position could be assigned any other additional tasks from time to time as per the work requirement

9	Submission of Reports :-			
Sl. No.	Type of Plan	Deadline	Submit to	Copy to
9.1	Fortnightly Work Plan 15 th & 30 th of	Every Month	Social Management Expert	Project Director
9.2	Monthly progress report	30 th every month	Social Management Expert	Project Director
9.3	Fort nightly progress report	15 th every month	Social Management Expert	Project Director
10.	Remuneration	Consolidated pay of Rs. 15,000/- per month including T.A/D.A and all other expenses.		
11.	Duration	Initially for a period of 12 months		

General Instructions

1. Applicants must be in format available at www.disastermanagement.ap.gov.in
2. Copies of testimonials / certificates should be submitted along with application form
3. Applicants should be willing to visit and work in any part of AP State
3. Applicants have to bring all original certificates / testimonials for verification at the time of interview
4. Appointment purely on contract basis
5. Completed applications along with requisite enclosures shall be submitted to CDM&EOPS and PD, NCRMP, 3rd floor, North 'H' Block, AP Secretariat, Hyderabad, India, Pin.500022
6. The last date for submission of applications is on or before 29.06.2013 at 5.00 PM.
7. SPIU, NCRMP, REVENUE (DM) DEPARTMENT reserves the right to recruit or not to recruit against any position advertised

Dr.T.RADHA
COMMISSIONER FOR DISASTER MANAGEMENT &
EX-OFFICIO PRINCIPAL SECRETARY TO
GOVERNMENT AND PROJECT DIRECTOR, NCRMP

APPLICATION FORM

Advertisement No.02/NCRMP/2012-13 DATED 10.06.2013

Application for Engaging of consultancy services for Social Mobilizer

1. Name (IN BLOCK LETTERS)	(Surname) (First name) (Middle initial)				
2. Father's Name					
3. Date of Birth					
4. Place of Birth					
5. Marital Status	Married <input type="checkbox"/> Unmarried <input type="checkbox"/>				
6. Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>				
7. Nationality					
8. Category	SC/ ST/ BC/ Others				
9. Languages Known Rate 1-Least to 5-Fully Proficient	Language Name	Understand Spoken	Speak	Read	Write
10. Email address					
11. Contact Numbers	Mobile: Landline:				
12. Address	Present				
	Permanent				
13. Have you ever been convicted by a Court of Law? Is there any legal case filed against you in a Court of Law? If yes, provide details.					
14. Are you related to any body currently employed in ? Yes/No; If yes, give the name of employee and nature of relationship (i.e., parent, child, sibling, cousin, uncle, aunt, nephew or niece, of self or of spouse)					

15. Educational Qualifications					
S. No.	Qualification	Discipline/ Specialization	University/ College	Year of passing	Percentage
1.	Graduation				
2.	Intermediate				
3.	S.S.C				
4.	Others				
16. Software skills					

17. Awards and Honours (if any)

18. Experience						
S. No.	Organization	Designation	Period	Field of Work Experience	Salary Drawn	Reason for leaving
1						
2						
3						

19. Brief details of experience, skills, expertise, you have acquired up to now (attach extra sheets if required)

20. Area of interest	
21. Publications	

22. Copies of Testimonials attached with the application. Please list them

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

23. References (with telephone numbers)	
24. Any other Information	

DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge.

(Signature of the Candidate)

- * If you are emailing your application, in the event of you being called for an interview, you must bring a hard copy of this application completed and duly signed, along with all requisite enclosures.