



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

Advt No: 01/2013

Vacancy Announcement

The Bihar State Disaster Management Authority (BSDMA) was established under section 14(1) of National Disaster Management Act. 2005. Hon'ble Chief Minister, Bihar is ex-officio Chairman of the Authority. It has a Vice Chairman and two members presently. The Authority has the responsibility for laying down policy & plans for disaster management in the state; approval of the state disaster management plan along with the disaster management plan of other government departments. The authority has five divisions to ensure smooth functioning and efficient response in the field of disaster management. Following are the different five divisions:

1. Natural Disaster;
2. Environment and Climate Change Adaptation (CCA);
3. Human Resource Development (HRD) and Capacity Building;
4. Administration and Finance.

Currently applications are invited for following posts on purely contractual basis. The contract will be initially for **three years** and may further be extended based on the need and performance. Educational qualifications, experience and expectations required for each of the post are given in the table below.

S. No	Name of Post	Education qualifications/Experience and expectations/Desirable	Gross Emoluments per month
1	Sr. Advisor – HRD, CB & Training (One Post - Unreserved)	Education Qualification: Master's Degree in relevant field: Engg/Earth Sciences/Agriculture /Natural Sciences/Social Sciences/Disaster Management Working Experience: Minimum 10 years' of experience in relevant field; Experience in Armed forces / paramilitary forces/ General Administration/ State Police/Fire Services etc. will be an additional value.	Rs. 80,000/-
2	Project Officer – Natural Disaster (One Post - Unreserved)	Same as Sr. Advisor with minimum of five years' of experience.	Rs. 60,000/- (Rupees sixty thousand only)



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3	Project Officer - Environment and Climate Change (One Post - Unreserved)	Same as Sr. Advisor with minimum of five years' of experience.	Rs. 60,000/- (Rupees sixty thousand only)
4	Project Officer – Human Induced Disaster (One Post - Unreserved)	Same as Sr. Advisor with minimum of five years' of experience.	Rs. 60,000/- (Rupees sixty thousand only)
5	Project Officer – HRD, CB & Training (One Post - Unreserved)	Same as Sr. Advisor with minimum of five years' of experience.	Rs. 60,000/- (Rupees sixty thousand only)
6	Financial Advisor (One Post - Unreserved)	Bihar Finance Service not below the rank of Deputy Commissioner.	Rs. 60,000/- (Rupees sixty thousand only)
7	Accounts Officer (One Post - Unreserved)	Person having worked in the Accountant General Office with an experience of 7 years or CA/ ICWA with at least 7 years' experience	Rs. 45,000/- (Rupees forty five thousand only)

General Conditions:

- Candidates applying for more than one post should submit separate applications.
- Candidates will have to produce the proof of details furnished in their applications, in original at the time of interview, if called.
- Incomplete application or application received after the due date in any respect will not be considered.
- Only Indian Nationals need apply.
- Canvassing in any form will be a disqualification.
- It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to wilfully conceal or misrepresent the facts, his candidature will be rejected or his employment will be terminated.
- The applications must be typed neatly and sent in prescribed form in A-4 size paper, if submitted in hard copy through postal address. If submitted in soft copy through Email, it should be in MS-Word doc or pdf format.
- Persons working in Government/Public Sectors Undertakings/Autonomous Organizations should submit their applications through proper channel.
- Candidates should be well versed with working on the computer including internet, MS Office applications (Word, Excel, Power Point etc.).



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- j. In case of retired persons, pay-minus-pension will be paid.
- k. Maximum Age limit in case of retired persons will be 65 years.
- l. The selected persons will enter into an agreement in a prescribed format with the Authority.

Interested qualified persons may send their applications in the following prescribed format along with photo / scanned copies of all educational and experience certificates, latest by 31st July 2013 through E-Mail address given below:

E-Mail ID for sending filled up application forms with cover letter, if submitted in soft copy:

recruitment.bsdma@gmail.com

(Please mention “Application for the post of <name of the post>” in the subject line of the mail).

Or

Postal address for sending filled up application with cover letter, if submitted in hard copy:

The Secretary,

Bihar State Disaster Management Authority (BSDMA)

2ND Floor, Pant Bhawan, Bailey Road, Patna-800001

(Please mention “Application for the post of <name of the post>” on the envelop)

PROFORMA FOR THE APPLICATION is attached in Annexure



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Terms of Reference (TOR)

1. Post title: Sr. Advisor -Human Resources Development, Capacity Building and Training (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:

- Development and execution of Human Resource Development plan for the state and district authorities for smooth functioning their roles and responsibilities, as per the DM act.
- Provide technical resource inputs in activities such as training needs assessment, capacity assessment, and training institutional assessment.
- Support the Authority in developing strategy for training & capacity building based on recommendation / output of need assessment.
- Carry out training design and training material development for specific capacity building programs of State and District Authorities. Support the Authority in developing training modules/ packages/curricula for functionaries of various departments.
- Establishing M&E system for capacity-building activities and support the state in ensuring quality of training programmes.
- Facilitate SDMA in organization and conduct of training and capacity building programmes for key personnel (DDMAs, PRIs, Revenue Officials, Nodal officers from key departments, Civil Society Organisations etc.) at different levels based on Disaster Mitigation and Disaster Risk Reduction.
- Guide training institutions in standardizing training programs.
- Assist in enhancing the SDMA training outreach through development of new programs and assist in resource mobilization.
- Assist promoting partnerships with partner training institutions and universities.
- Coordinate training events at State and District level.
- Training budget management and reporting.
- Other duties and responsibilities as assigned by the BSDMA.



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Knowledge & Competencies:

- Knowledge on adult learning methodology and capacity building experience within the public sector, including experience in areas such as capacity assessment, curricula development, course organization, problem based (and not only content based) training, and training impact evaluations.
- Understanding of the principles underpinning capacity building in the context of Bihar and Disaster Management.
- Proven ability to develop manuals and guidelines to institutionalize best practices in capacity building.
- Understanding of national guidelines /strategies on training & capacity building across Disaster Management.
- Demonstrated ability to organize and facilitate stakeholder and focus group meetings and capacity to work with government.
- Ability to work effectively with a diverse team of people, with proven team building skills.
- Excellent project management skills.
- 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, Excel, Power Point etc.), Internet, Web applications etc.



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2. Post title: Project Officer- Natural Disaster (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:

- Develop strategy to create awareness about the hazards in Bihar and strategy formulation for risk reduction against natural disasters.
- Organise Sensitization programmes/ workshops of various stake holders towards taking prior action so as to minimize the hazard impact.
- Ensure safety of schools/ hospitals/ dispensaries/other institutions/ public places in rural as well as in urban areas.
- Follow up of the implementation of National Guidelines on Management of natural disasters like flood, cyclone, and drought etc., circulated by National Disaster Management Authority to various agencies.
- Evolve a monitoring framework amongst the associated stakeholders and facilitate formulation of policies, programmes and pertaining to natural disaster management.
- Preparation of status report on natural disaster management in different districts and identification of local best practices for implementation in other areas.
- Assist in better management of natural disaster by providing and suitable inputs for intervention and develop the programme module for efficient mitigation practices.
- Research on international best practices on disaster early warning system and suggestions for necessary measures in the context of India and state specific enhancement of early warning system accordingly.
- Working out programme for capacity building, and identify the key institutions and organizations working in this area.
- Any other assignment/ work on the subject which can be given by the Member concerned.

Knowledge & Competencies:

- In-depth knowledge on natural disaster management related issue and HRVA.
- Ability to support strategic planning, results-based management and reporting.
- Ability to support formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources.
- 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.



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- 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, Excel, Power Point etc.), Internet, Web applications etc.



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3. Post title: Project Officer- 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.



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- 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, Excel, Power Point etc.), Internet, Web applications etc.



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4. Post title: Project Officer- Human Induced Disaster (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:

- Develop strategy to create awareness about the human induced disasters in Bihar and strategy formulation for risk reduction against such disasters.
- Organise Sensitization programmes/ workshops of various stakeholders towards taking prior action so as to minimize the hazard impact.
- Conduct policy studies/analysis in the area of Human Induced Disasters.
- Develop and contribute to research activities related to human ecology.
- Other duties and responsibilities as assigned by the BSDMA.

Knowledge & Competencies:

- Knowledge of various forms of Human Induced Disasters such as acts of Chemical, Biological, Radiological and Nuclear, Road Accidents 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;
- 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, Excel, Power Point etc.), internet, web applications etc.



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5. Post title: Project Officer- Human Resources Development, Capacity Building and Training. (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:

- Development and execution of Human Resource Development plan for the state and district authorities for smooth functioning their roles and responsibilities, as per the DM act.
- Provide technical resource inputs in activities such as training needs assessment, capacity assessment, and training institutional assessment.
- Support the Authority in developing strategy for training & capacity building based on TNA recommendation / output.
- Carry out training design and training material development for specific capacity building programs of State and District Authorities. Support the Authority in developing training modules/ packages/curricula for functionaries of various departments.
- Establishing M&E system for capacity-building activities and support the state in ensuring quality of training programmes.
- Facilitate SDMA in organizing and conducting training and capacity building programmes for key personnel (DDMAs, PRIs, Revenue Officials, Nodal officers from key departments, Civil Society Organisations etc.) at different levels for effective Disaster Mitigation and Disaster Risk Reduction.
- Conduct research/ case studies on various topics/ areas for Capacity Building and Training needed for strategy development in DRR.
- Guide training institutions in standardizing training programs.
- Assist in enhancing the SDMA training outreach through development of new programs and assist in resource mobilization.
- Assist promoting partnerships with partner training institutions and universities.
- Coordinate training events at State and District level.
- Training budget management and reporting.
- Other duties and responsibilities as assigned by the BSDMA.

Knowledge & Competencies:

- Knowledge on different learning methodology and tools & capacity building experience within the public sector, including experience in areas such as capacity



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assessment, curricula development, course organization, training, and training impact evaluations.

- Understanding of the principles underpinning capacity building and Human Resource Development in the context of Bihar and Disaster Management and understanding of Knowledge Management methodologies.
- Proven ability to develop manuals and guidelines to institutionalize best practices in capacity building.
- Understanding of national guidelines /strategies on training & capacity building across Disaster Management.
- 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.
- 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, Excel, Power Point etc.), Internet, Web applications etc.



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6. Post title : Financial Advisor (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:

- Advice necessary provisions of Bihar Financial rules for constitution of internal purchase committee as per for procurement and purchases.
- Play major role in sanction and approval of project and schemes of the Authority.
- Support and advice for constitution of 1. Administrative Fund; 2. State Disaster Mitigation Fund and 3. Any other funds as decided by the Authority.
- Support the Secretary of the Authority in management of above mentioned fund as per the BSDMA rules 2012.
- Support and advice the Secretary of the Authority in exercising financial powers on behalf of the Authority.
- Advice the Accounts Officer for preparation of financial statements in accordance with the applicable accounting standards issued by the Institute of Chartered Accountants of India (ICAI).
- Responsible for carrying out internal audit/ management audit to determine whether the financial management arrangements as developed are working effectively, identify areas for improvement and enhancing efficiency.
- Support and advice necessary requirement for External Audit and provide all support to the external auditor, as appointed by the Authority.
- Support the Authority to carry out matters pertaining to day to day administration / establishment and finance.
- Support the Authority to undertake measures to improve the administrative and financial functioning of the Authority.



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7. Post title : Accounts Officer (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:

The Accountants Officer would be responsible for financial management, oversight and reporting for the Authority. His role involves:

- Overseeing the preparation of the consolidated budget and any revisions thereto;
- Reviewing and approving the financial progress reports;
- Preparing sanction orders for release of funds for approval by the Authority, Utilisation Certificates etc.
- Prepare and maintain project wise financial statements and other accounting procedures required for the Authority.
- Authorizing the processing of invoices for 3rd parties; and
- Support SDMA in selection and appointment of the external auditor.
- Provide all support to the Financial Advisor for internal audit of all financial matters of the Authority.
- Provide all information as required by the external auditor, as advised by the Financial Advisor and Secretary of the Authority.
- Overseeing the external audits in a timely manner; and overseeing the timely submission of external audit reports;
- Handling and resolving project audit issues

Name of the applicant		Affix recent passport size self-attested photograph
1. Name of the position applied for		
2. Full Name:		

3. EDUCATIONAL QUALIFICATIONS:

Institution	Degree(s) or Diploma(s) obtained (starting from latest degree)	Specializations/ Subjects	Year	Division

4. PROFESSIONAL QUALIFICATIONS:

5. TRAININGS / WORKSHOP ATTENDED :

Name	Place/Organization	Date

6. ACHIEVEMENTS

7. PUBLICATIONS / PAPERS PRESENTED:

8. EMPLOYMENT RECORD**TOTAL EXPERIENCE (in Yrs):**

Please provide details of all positions held - starting with your present employment and going back to the first - in the space below:

DURATION (YEAR – YEAR)	ORGANIZATION	DESIGNATION	RESPONSIBILITIES HANDLED

9. LANGUAGE PROFICIENCY: (1 - EXCELLENT; 5 - BASIC)

Language	Reading	Speaking	Writing

10. PERSONAL DETAILS**Date of birth:****Present Address/ Correspondence Address:****Permanent Address:****Email Id:****Mobile:/Phone (with area code):****Marital Status:****11. CERTIFICATION:**

I, the undersigned, certify that to the best of my knowledge and belief, this information sheet correctly describes me, my qualifications, and my experience.

Signature (scanned)**Full Name****Date****Place**