

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 the case may be or till the services of regular officers on deputation basis is obtained, as the case may be. 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	Emoluments
1	Sr. Advisor Human Induced Disaster (One Post- Unreserved)	Master's Degree in relevant field: Engg./Earth Sciences/ Agriculture/Natural Sciences/ Social Sciences/Disaster Management. Working Experience: Minimum 10years 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 Per month
2	Sr Advisor (HRD, CB & Training.) (One Post- Unreserved)	Master's Degree in relevant field: Engg./Earth Sciences/Agriculture/Natural Sciences/ Social Sciences/ Disaster management. Working Experience: Minimum 10years 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 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, in original 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.
- e. 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 wilfully 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 Undertakings/Autonomous Organizations should submit their applications through proper channel.
- h. Candidates should be well versed with working on the computer including internet, MS Office 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 Authority.
- 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: .25-08-2017 (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 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 & what the people could do for their own & safety of their property.
- To undertake sensitization/training of various stakeholders towards taking prior action so as to minimise the hazard impact.
- To conduct field & policy studies/analysis in the area of Human Induced Disaster like how natural hazards (like earthquake, floods etc.) convert into disasters because of human induced action.
- To devote attention to the safety of schools & hospitals/dispensaries in rural areas as well as urban areas.
- To introduce execution of building bye-laws in Municipal Corporations, Municipal Councils & Nagar Panchayats and to empower them for effective enforcement of bye-laws.
- To sensitize & empower the Zila Panchayats & Gram Sabhas with regard to the occurrence of Human Induced Disasters & to provide them simple guidelines for the personal safety of their residential, official & commercial properties.
- To create & develop damage scenarios under simulated conditions for analysis & planning to assist in carrying out capacity building of various stakeholders to mitigate all human induced hazards.
- To disseminate the relevant guidelines issued by NDMA & State Government and take steps for their implementation.
- 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 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 (T-R)

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 of 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.

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.


Secretary

Bihar State Disaster Management Authority

**Bihar State Disaster Management Authority
Application form for Vacancies**

Name of the applicant

Affix recent passport
size self-attested
photograph

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/ Subjects	Year	Division

4. PROFESSIONAL QUALIFICATIONS:

5. TRAININGS / WORKSHOP ATTENDED :

Name	Place/Organization	Date

6. ACHIEVEMENTS

7. PUBLICATIONS / PAPERS PRESENTED:

**Bihar State Disaster Management Authority
Application form for Vacancies**

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. Three reference from supervisors of the last three previous organisations (whichever is applicable) with their names, position, e-mail, Basic phone no. and Mobile no.

10. LANGUAGE PROFICIENCY: (Rating (1-5): EXCELLENT-1/ BASIC-5)

Language	Reading	Speaking	Writing

11. PERSONAL DETAILS

Date of birth:

Present Address/ Correspondence Address:

Permanent Address:

Email Id:

Mobile:/Phone (with area code):

Marital Status:

**Bihar State Disaster Management Authority
Application form for Vacancies**

12. 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

Full Name

Date

Place