

**STATE DISASTER MANAGEMENT AUTHORITY:ASSAM**

**VACANCY ANNOUNCEMENTS**

Applications along with attested copies of all Certificates, Mark sheets etc are invited from the intending candidates who are Indian Citizen for engagement on contractual basis for three years for the following posts under the Assam State Disaster Management Authority. The contract period could be extended beyond three years also, subject to suitability of applicants.

The applicants may have to appear for a written test/interview for which no TA/DA shall be paid for the purpose. The Authority reserves the right to accept or reject any application without assigning any reasons thereof.

The applications along with testimonials should be submitted **on or before-30<sup>th</sup> June -2010**

To

The Chief Executive Officer,  
Assam State Disaster Management Authority, Disaster Management Cell.  
Block C Second Floor (Disaster Management Cell),  
Assam Secretariat (Civil) ,  
Dispur, Guwahati-781006  
ASSAM

The envelope containing the application should mention the name of the post applied for on the top of the envelope. Candidates without requisite qualification prescribed for the different categories of post need not apply.

**1. Name of the Post: Engineering Consultant (Earthquake Mitigation)**

**No of Post- 1 No**

**Essential Qualification:**

- Degree in Civil Engineering from a recognized University
- Minimum 10 years experience in civil engineering building construction with special emphasis on earthquake resistant technology.

**Serving Engineers having the requisite qualifications may also apply.**

**Core Duties & Responsibilities:**

- Discharge all duties and responsibilities relating to implementation of any technical project taken up by SDMA.
- Render technical advice in respect of a) design of earthquake resistant structures b) Seismic evaluation of buildings and its components c) improving earthquake resistance of existing buildings and infrastructure facilities.
- Liaise with related government departments/organizations, subordinate offices if required, in connection with execution of work and provide technical assistance for smooth implementation of any project.
- Any other duty that may be assigned from time to time.

**Fixed Remuneration: Rs 32,000/- per month**

## **2. Name of the Post: Engineering Consultant (Flood Migration)**

**NO. of Post-1 NO**

### **Essential Qualification:**

- Degree in Civil Engineering from a recognized University
- Minimum 10 years experience in civil engineering and at least 5 years working experience in flood mitigation.

### **Desirable Qualification:**

- Knowledge on flood modeling, flood zoning with GIS would be an added advantage.
- Serving Engineers meeting the qualification may also apply.

### **Core Duties & Responsibilities:**

- Flood Risk assessment in the state.
- Provide hydrological and flood risk advice.
- Work closely with Water Resources Department.
- Liaise with Hydroelectric Power producing agencies in and outside the state for hydrological monitoring, flood forecasting and timely early warning strategy development.
- Provide strategic advice for land use management.
- Develop & implement flood warning techniques.
- Advice ASDMA and concerned Departments about dealing with sedimentation and river erosion problems.
- Work out strategy for surveying status of Flood control structures and taking necessary steps for strengthening them.
- Discharge all duties and responsibilities relating to implementation of any related technical project taken up by SDMA
- Render technical advise in respect pf execution of the project or any other technical matter as would be required by the SDMA.
- Any other duty that may be assigned from time to time.

**Fixed Remuneration: Rs 32,000/- per month**

## **3. Name of the Post: Project Manager (Disaster Risk Reduction)**

**No. of Post- 1 No.**

### **Essential Qualification**

- University Degree in Social Science, Environmental Science or Discipline relevant to Disaster Risk Reduction from a recognized University
- At least five years experience in Disaster Risk reduction project
- Should be familiar with ongoing development project/schemes of the Government.

Serving government Officers meeting the requisite qualification may also apply

### **Core Duties & Responsibilities**

- Design and formulate Programme and project document in the thematic area of Disaster Risk reduction/Management.
- Provide technical advice to SDMA/DDMA and other government departments on
- Disaster Risk Reduction measures
- Identify catalytic areas where disaster risk reduction can be integrated and add value
- to the other, ongoing interventions
- Collect, compile and update/complement existing information on hazards,
- vulnerabilities and capacities in the State and ensure that this information is taken into

- consideration in the formulation, negotiation and implementation of development programmes.
- Review and development of Disaster Risk Reduction policies and legislations, and
- strengthening of organizational/institutional structures and systems for DRR
- Any other duty that may be assigned from time to time.

**Fixed Remuneration: Rs 27,000/- per month**

**4. Name of the Post: Project Manager (Disaster Response & Recovery)**

**No of Post – 1 No**

**Essential Qualification:**

- University Degree in Social Sciences, Environmental Sciences or discipline relevant to Disaster Management from a recognized University.
- At least five years experience in risk management, disaster response and/or recovery and crisis management.

**Serving Government Officers having the requisite qualifications may also apply**

**Duties & Responsibilities:**

- Help the SDMA in Post Disaster Needs Assessment
- Provide strategic direction and leadership for a comprehensive disaster response and recovery program.
- Formulate and present recommendations on disaster response and Recovery.
- Manage the Response Fund under SDMA by timely passage of proposals through review, approval and disbursement.
- Any other duty that may be assigned from time to time.

**Fixed Remuneration: Rs 27,000/- per month**

5.

**Name of the Post: GIS Expert**

**No of Post – 1 No**

**Essential Qualification:**

- University Degree in Geography, Geology or other relevant fields from a recognized University.
- 5 years experience in using Geographic Information System

**Desirable Qualification**

- Good technical knowledge in digital image analysis and GIS techniques using different software's on different operating systems.
- Experience in developing GIS applications.

**Serving Government Officers having the requisite qualifications may also apply.**

**Duties & Responsibilities:**

- All works relating to Geographic Information Systems of SDMA
- Preparation, conception and production of maps including the supervision and monitoring of mapping related data collection and ensuring dynamic linkages between GIS data and project database.
- Render technical advise/assistance in respect of or execution of any project taken up by SDMA or any other technical matter as would be required by SDMA.
- Liaise with related government departments/organizations, subordinate offices if

required in connection with execution of GIS works and provide technical support for smooth implementation of any project.

- Any other duties that may be assigned from time to time.

**Fixed Remuneration: RS 27,000/- per month.**

**6 .Name of the Post: System Expert**

**No of Post- 1 No**

**Essential Qualification:**

- M,Sc (IT)/MCA/B. Tech/B.E. In computer science or IT or software engineering from a recognized University.
- At least 5 years experience in installation, configuration administration of servers on windows and linux platform

**Serving Government Officers meeting the requisite qualifications may also apply.**

**Duties and Responsibilities:**

- Promotion, Planning, Design , development and Implementation of Computerization of the SDMA & DDMA's.
- Design and Implementation of computer aided Information Systems.
- Managing Information System
- Provide system level support of multi user operating systems, hardware and software tools, including installation, configuration, maintenance, and support of these systems
- Work as a team member with other technical staff, such as networking to ensure connectivity and compatibility between systems.
- Any other duty that may be assigned from time to time.

**Fixed Remuneration: Rs 27,000/- per month.**

**7. Name of the Post: Technical Assistant(System)**

**No of Post – 2 No**

**Essential Qualification:**

- BSc (IT)/BCA/BS in Computer Science or IT from a recognized University.
- 2 years experience in installation, configuration and administration of servers on windows and linux platform.

**Serving Government Officers having the requisite qualifications may also apply.**

**Duties and Responsibilities:**

- Collect, Collate and Process information
- Provide assistance in MIS support coordination.
- Provide support to Systems expert in performance of his duties and responsibilities
- Responsible for the maintenance of the computer systems.
- Odd technical jobs in the course of operation of the computer systems.
- Work as a team member with other technical staff, such as networking to ensure connectivity and compatibility between systems.
- Any other duty that may be assigned from time to time.

**Fixed Remuneration: Rs 15,000/- per month.**

**8. Name of the Post: Project Officer for Disaster Management(District HQ)**

**No of Posts-17 Nos.**

**Essential Qualification**

- Graduate degree in Geography/Environmental Science/Engineering/Business Administration, Master of Social Work or disaster management.

- Should not be below 21 years and above 42 years.
- Should have minimum 2(two)years working experience as a full time paid employee in an organization of repute dealing with Disaster Management.
- Should have excellent communication skills in Assamese and English.
- Should have Computer skills specially MS word/Excel/Power point/use of INTERNET etc.

**Duties & Responsibilities:**

- Facilities and coordinate for preparation of multi-hazard Disaster Management plans of the Districts, Blocks, GP s and Villages along with government functions.
- Help the District administration/Block for selection of partners for the CBDP work.
- Contribute in the development of awareness campaign strategy and awareness generation activities like street plays, rallies, painting and drawing competitions amongst school children on disaster school children on disaster preparedness.
- Supporting in the training and capacity building programme of the government officials/PRI/ NGOs/ CBOs/Youth Clubs/SHGs Teachers and others concerned on various aspects of Disaster Management.
- Facilitate the process Community Based Disaster Preparedness exercises at blocks,GP and village levels through active involvement of government officials, PRIs, NGOs/ CBOs, youth clubs.
- Coordinating and facilitating programmes for disaster management task forces formed at various levels on Healths and First Aid, Search and Rescue Operation, Sanitation, Shelter Management, Carcasses & Garbage disposal, use of early warning equipments/HAM radio operation etc.
- Establishing linkages with Civil Society Response group at various levels for emergency response plan development.
- Networking with NGOs/CBOs/NCC/NSS and other agencies working in the field of Disaster Management for unification of the strategy and process.
- Assisting the Deputy Commissioner in performing all activities related to disaster management
- Facilitating establishment of effective communication systems for early tracking and dissemination of warnings at the district level.
- Facilitating establishment of control rooms at District and block levels for Disaster Management Information dissemination.

**Fixed Remuneration :Rs 22,000/-per month**

**9. Project Officer (Awareness Generation) for Disaster Management(State HQ)**

**No of Post-1 No.**

**Essential Qualification**

- Degree or Diploma in Mass Communication from a reputed institution
- Should not be below 21 years and above 42 years.
- Should have 3(three) years working experience in areas related to mass communication as a full time employee in an organization of repute.
- Should have knowledge in Disaster Risk Reduction
- Should have excellent communication skills in Assamese and English.

- Should have strategic skills for Awareness generation.
- Should have computer skills specially MS word/excel/power point/use of INTERNET etc.

**Duties & Responsibilities:**

- Review existing literature and develop materials on awareness generation on disaster management.
- Identity key media experts and facilitate effective awareness generation initiatives.
- Disseminate information about the different initiatives/activities undertaken by the SDMA on disaster management.
- Facilitate workshop for sensitizing the media.
- Documentation of the best practices in the field of disaster management.
- Process documentation of the different initiatives/projects for future reference.

**Fixed Remuneration :Rs 24,000/-per month.**

**10. Project Officer (Response) for Disaster Management (State HQ)**

**No of Post-1 No.**

**Essential Qualification**

- Graduate degree in Geography/Environmental Science/Engineering/Business Administrator or MSW or any other discipline related to disaster management.
- Should have minimum 2 years working experience as a full time employee in an organization of repute in co-ordination disaster response activities.
- Should be an Indian Citizen.
- Should not be below 21 years and above 42 years
- Strong co-ordination and managerial skills
- Should have excellent communication skills in Assamese and English.
- Should have skills in data management
- Should have Computer skills MS word/Excel.

**Duties and Responsibilities:**

- To co-ordinate with the districts for obtaining situation reports during emergencies.
- During flood season, the officer will be responsible for collecting daily flood reports from the districts and compiling the same for reporting to Govt. of India.
- He/She will have to ensure that the Disaster Information and Response Centers at State & Districts level operates 24 x 7 x 365 days.
- He/She will be responsible for co-coordinating with all other agencies involve in emergency response.
- He/She will have to maintain records/statistics of damages/relief etc in database
- Develop a situation specific response strategy for the State.

**Fixed Remuneration: Rs 24,000/- per month**

S/d (Atul Chaturvedi)  
Chief Executive Officer,  
Assam State Disaster Management Authority