

Office of The Principal Secretary / Commissioner of Revenue Administration, Disaster  
Management & Mitigation Department  
Government of Tamil Nadu

Date of issue : 21.4.2010

Closing Date : 5.5.2010

Post Title & No. of Posts	Project Officers – Disaster Risk Reduction – 4 Posts Project Support Officers - Capacity Building – 4 Posts Project Officers – Urban Risk Reduction – 2 Posts
Duty Station	Chennai, Thiruvallur, Nagapattinam, Nilgiris, Madurai and Tiruchirapalli
Project	Govt of India – UNDP Disaster Risk Reduction Programme
Duration	1 Year initially - on contract

This vacancy is open to applicants of either sex, Preference will be given to  
equally qualified women candidates

Key responsibilities and the selection criteria for the respective positions are as below:-

### **Project Officers – Disaster Risk Reduction**

#### Key Responsibilities

- To facilitate in preparation and updating of DM plans (state and district level as well as departmental plans).
- Provide an overall framework and guidance to SDMA and DDMA and other stakeholders on community based disaster risk management initiatives.
- Identify and analyze all community development activities/projects already being carried out by GoI and prioritize those that could be used for DRR mainstreaming.
- Coordinate with various departments in the state and advocate for integration of DRR into various ongoing schemes and programmes.
- Assist in conducting hazard risk and vulnerability analysis at state and district level.
- Undertake other administrative duties as assigned by the supervisor.
- Assist in setting up inter agency coordination mechanism at state level for effective disaster preparedness, response and recovery.
- Assist in the Knowledge Resource Centre (KRC) in the State/ Districts
- Promote the ICT for development and disaster risk reduction agenda by organizing various seminars, workshops, consultations and advocacy campaigns in collaboration with various partners and stakeholders.
- Assist the DM Department/SDMA/ DDMA to establish synergy with the activities of strengthening the State/ District level websites that would act as a repository of knowledge products from the states.

- Assist DM Department/SDMA/DDMA in online monitoring of the project which includes regular back up of the database and updating of site, tracking reporting frequency and sending reminders to districts and departments.
- Preparation of State level/ District level quarterly reports to the donor.
- Identifying, developing and documenting productive cases from the field and reporting.
- Perform other related activities as assigned by the supervisors.

#### Education, Work Experience and Skills

- Post Graduate degree in Rural Development and/or relevant Social Sciences disciplines/Post graduate degree in Urban and Regional Planning.
- At-least 5 years of experience in disaster risk management programmes/projects, preferably in government/national and international agencies and civil society organization
- Work experience in managing disaster management programmes and developing disaster management plans.
- Good understanding of hazard and vulnerability of the state.
- Excellent analytical, organizational and presentational skills
- Excellent interpersonal skills, team oriented work style, interest and experience of working multi-cultural environment;
- Proficiency in computers and web applications
- Excellent communication and writing skills including report writing

#### **Project Support Officers - Capacity Building**

##### Key Responsibilities

- Responsible for coordinating the training and capacity building initiatives.
- Facilitate in organizing training programmes and its reporting
- Provide technical support in reviewing and designing training modules and manuals.
- Help maintain a database of trainers and other resource persons.
- Identify training requirements-both fresh and refresher at all level for various functionaries.
- Perform any other tasks related to capacity building, planning and implementation.
- Facilitate and strengthen the reporting system for dissemination of information to the different agencies working on Disaster Management.
- Assist in classifying and compiling various knowledge products such as reports, training manuals, handbooks, audio-visual materials, IEC materials and other publications related to DM.
- Document best practices and lessons learnt with respect to Disaster Risk Reduction Initiatives.
- Document, capture and disseminate best practices and lessons learnt.
- Facilitate in production of documentary animation films and provide need based editorial assistance.
- Act as a resource person for imparting training of effective qualitative reporting.
- Assist in the development of reports, briefs, fact sheets, training manuals and other publications related to the project.
- Perform other related activities as assigned by the supervisors.

## Education, Work Experience and Skills

- Post Graduate in any of the disciplines under Social Sciences, Disaster Management and/or relevant fields with minimum 3 years of experience/ Graduates in Social Sciences, Disaster Management and/or relevant fields with at-least 5 years of experience
- 3-5 years of experience in disaster risk management programmes/projects, preferably in government/national and international agencies and civil society organization
- Work experience in specifically managing training programmes.
- Understanding of capacity building initiatives in the context of disaster management.
- Excellent interpersonal skills, team oriented work style, interest and experience of working multi-cultural environment;
- Proficiency in computers and web applications
- Excellent communication and writing skills including report writing

## **Project Officers – Urban Risk Reduction**

### Key Responsibilities

- Assist in preparing the Annual work plans, budgets and proposals for systematic implementation and monitoring of the Urban Risk Reduction project activities at the city levels in line with the agreed timelines;
- Organize city level meetings, workshops and consultations to develop the framework to implement the strategies under the project including coordination with the city level authorities and relevant departments to seek administrative and logistics support, whenever required;
- Coordinate with all the city and if necessary district and state level authorities to assist the City Nodal Agency in seeking ownership and positioning of the project activities within the overall administrative structure at the city, district and the state levels to attain the desired results;
- Provide support and inputs to the City Nodal Agencies in networking and building partnerships between the City Nodal Agency and the other parasitical agencies to seek their engagement in the project activities;
- Assist in preparation of concept notes and proposals including implementation/monitoring framework to conduct hazard risk and vulnerability assessment and City Disaster Management Plan in a participatory manner;
- Provide support in preparing framework and strengthening capacity for implementation of community based disaster risk management activities and preparation of community level DM plans;

- Organize and coordinate training programmes for practicing engineers, architects, builders and Urban-Local-body (ULB) functionaries with specific reference to promote hazard resistant construction practices.
- Facilitate in reviewing the existing provisions of the building byelaws and advocate for appropriate amendments as required for structural safety.
- Facilitate in strengthening the existing enforcement mechanisms and support in developing systems for Audit of safe building practices
- Facilitate development of necessary IEC strategy and literature and support advocacy of urban risk reduction;
- Prepare financial and physical monthly and quarterly progress reports and project completion report;
- Promote inter-city cooperation and support in establishing networks to share their experiences and resources on urban risk reduction;
- Support the city/district administration in ensuring close linkages with the SDMA/Departments of Relief/DM Department and Department of Urban Development; and
- Any other task as assigned by the State Nodal Agencies, MHA Project Unit and DRM Unit, UNDP. supervisor/management

#### Education, Work Experience and Skills

- University Degree in Civil Engineering/Architecture/Urban and Regional Planning with minimum 3 years of experience or Post Graduate in any of the disciplines under Social Sciences, Disaster Management and/or relevant fields with minimum 5 years of experience
- 3-5 years of experience in disaster risk management programmes/projects, preferably in government/national and international agencies and civil society organization
- Good understanding of development issues (especially in the urban context) and social sector programmes and schemes would be an asset.
- A good exposure to disaster risk management / urban planning, particularly at the field level would be an advantage.
- Excellent interpersonal skills, team oriented work style, interest and experience of working multi-cultural environment;
- Proficiency in computers and web applications
- Excellent communication and writing skills including report writing

#### Terms of Employment

The incumbent will be retained by the project on a contractual basis, initially for one year from the date of commencement of the contract. The gross emoluments of the incumbent would be between Rs 25,000/- per month for Project Officers-Capacity Building and Rs 30,000/- per month for Project Officers-Disaster Risk Reduction and Project Officers-Urban Risk Reduction, subject to norms applicable for term consultants, including tax deductions as applicable. The selected persons may have to travel throughout the State/District as required.

Interested Candidates may apply to the following address with a detailed CV including the names and contact details of 3 references.

The Joint Commissioner (DMM) Revenue Administration, Ezhilagam, Chepauk, Chennai - 5

Email: [jcdmm@tn.nic.in](mailto:jcdmm@tn.nic.in) For further details visit: <http://www.tn.gov.in>

Last date for receipt of applications is 5.5.2010.

sd/- N. Sundaradevan  
Principal Secretary/  
Commissioner of Revenue Administration

Assistant Commissioner V  
for Principal Secretary/  
Commissioner of Revenue Administration