

ASSAM STATE DISASTER MANAGEMENT AUTHORITY (ASDMA)

VACANCY ANNOUNCEMENTS

Applications along with attested copies of all relevant certificates, Marks-Sheets etc. are invited from the intending candidates, who are Indian Citizens, for engagement on contractual basis for three years for the following posts under the Assam State Disaster Management Authority. The contract period is extendable beyond three years, 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 or all the applications without assigning any reasons thereof.

The applications along with testimonials should be submitted on or before 28th February, 2013 to:

**The Chief Executive Officer,
Assam State Disaster Management Authority,
Assam Secretariat Campus (Opp. SBI Sectt. Branch)
Dispur, Guwahati-781006
ASSAM**

The name of the post applied for should be clearly indicated on the top of the envelope containing the application. Candidates without requisite qualifications prescribed for the different categories of post need not apply.

- 1. Name of the Post : PROJECT OFFICER FOR DISASTER MANAGEMENT (DISTRICT HQ)**
Nos. of Post : 02 (two) Nos.

Essential Qualification :

- Graduate degree in any discipline.
- 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 or in the Development and Social Sectors.
- 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:

- To facilitate and coordinate for preparation of Multi-Hazard Disaster Management Plans of the District, Blocks, GPs and Villages along with Government functionaries.
- To help the District Administration / Block for selection of partners for the CBDP work.
- To 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 preparedness.
- To support the training and capacity building programme of the Govt. Officials / PRIs / NGOs/ CBOs / Youth Clubs /SHGs/ Teachers and others concerned on various aspects of disaster management.
- To facilitate the process of Community Based Disaster Preparedness exercises at Block, GP and Village levels through active involvement of Govt. Officials/ PRIs / NGOs / CBOs / Youth Clubs.
- To coordinate and facilitate programmes for Disaster Management Task Forces formed at various levels on Health and First Aid, Search and Rescue Operation, Sanitation, Shelter Management, Carcasses & Garbage disposal, use of Early Warning Equipment / HAM Radio operation etc.
- To establish linkages with Civil Society Response Groups 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.
- To assist the Deputy Commissioner in performing all activities related to disaster management

