



F. No. 01-03 /2022-Admn
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi –110 029
Tel. No. 26701700



Sub: Advertisement for various positions in National Disaster Management Authority (NDMA) on contract basis.

NDMA invites applications from Indian national having requisite qualification and experience for following positions:-

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1.	Senior Consultant (Fire Risk Management)	Contractual	1	<p>Essential :- Graduation in Fire Engineering/ Fire Safety/ Fire Services.</p> <p>Desirable :- A Masters in Fire Engineering, Industrial Safety Management, or a Ph.D. is a preferred qualification. Candidates with Post-graduate degrees in fire engineering or related subject will be given more weightage in the process of selection.</p>	<ol style="list-style-type: none"> 1. A Candidate should have Minimum 10 years of work experience in the area of Fire Risk Management. 2. The applicant must worked with a government agency or in a public sector agency, or a well-known private sector firm. 3. The applicant should have knowledge and exposure of local/ national/ international code of practice on fire safety and experience of conducting fire safety audits. 4 Both the educational qualifications and work experience must prove credentials of the applicant as an established expert in the field. <p>Note : Retired government officials with matching education and experience, who have held a position with grade Pay of INR 7600/-may also apply.</p>	<p>50 years</p> <p>(For retired employees from Central Govt., the upper age limit shall be 65 years)</p>
2.	Senior Consultant (Flood and River Erosion)	Contractual	1	<p>Essential :- Master's Degree in Geosciences, Geography, Geology, Civil Engineering, Engineering Development related fields.</p> <p>Desirable :- Ph.D. or M.Tech in Hydrology, Computer programming with knowledge of Remote Sensing and GIS application through programming and modeling using Mike/Python/R in the water sector and related subjects with research experience.</p>	<ol style="list-style-type: none"> 1. Candidates should have Minimum 10 years of work experience in flood and river manage, mentor handling projects in the water sector. 2. Experience in the water sector, hydrology, civil engineering or any other industry with substantial use of flood risk management will be given more weightage in the selection process. 3. Both the educational qualifications and work experience must prove the credentials of the applicant as an established expert in the field. <p>Note : Retired government officials with matching education and experience, who have held a position with grade Pay of INR 7600/-may also apply.</p>	<p>50 years</p> <p>(For retired employees from Central Govt., the upper age limit shall be 65 years)</p>
3.	Senior Consultant (Chemical (industrial) Hazards and Risks)	Contractual	1	<p>Essential :- Master's degree in Industrial Safety / Chemistry or Bachelors in Chemical Engineering.</p> <p>Desirable :- Ph.D. in Chemistry or M.Tech in Chemical Engineering with research experience.</p>	<ol style="list-style-type: none"> 1. Candidates should have Minimum 10 years of work experience in industry safety or handling hazardous chemical processes. 2. Experience in the petrochemical sector, chemical industries, fertilizers industry, or any other industry with substantial use of hazardous chemicals will be given more weightage in the selection process. . 3. Both the educational qualifications and work experience must prove the credentials of the applicant as an established expert in the field. 	<p>50 years</p> <p>(For retired employees from Central Govt., the upper age limit shall be 65 years)</p>

					Note : Retired Government officials with matching education and experience, who have held a position with grade Pay of INR 7600/-may also apply.	
4	Senior Consultant (Information, Education and Communication)	Contractual	1	<p>Essential :- Post graduate in Mass Communication / PG Diploma in Communication or any other equivalent / relevant degree.</p> <p>Desirable :- Persons with M.Phil, Ph.D. additional qualifications, Research experience, published papers and post qualification experience in the relevant field would be preferred. Ph.D. from reputed university shall be given additional weightage.</p>	<p>The consultant should have 5-10 years experience working in related area. Experience of working in government and handling awareness campaigns will be an added advantage. Those who worked in social sector and have the experience of conducting campaigns for development communication or disaster management/ risk reduction in government will be given preference.</p> <p>Note : Retired Government officials with matching education and experience, who have held a position with grade Pay of INR 7600/-may also apply.</p>	<p>50 years</p> <p>(For retired employees from Central Govt., the upper age limit shall be 65 years)</p>
5	Senior Consultant (Human Resources)	Contractual	1	<p>Essential :- Master's Degree required preferably in Human Resources, Psychology, Business or any relevant Fields.</p> <p>Desirable :-</p> <p>a) Knowledge of employee labour laws and statutory HR compliances.</p> <p>b) Proficiency in developing and executing processes across the entire employment lifecycle.</p>	<p>The consultant should have 7+ years of relevant work experience in HR management.</p> <p>The applicant should have preferably worked with a government agency, leading regional/ international organization, or a public sector agency.</p> <p>Note : Retired Government officials with matching education and experience, who have held a position with grade Pay of INR 7600/-may also apply.</p>	<p>50 years</p> <p>(For retired employees from Central Govt., the upper age limit shall be 65 years)</p>

- Remuneration Band Rs.1,25,000 – 1,75,000/- p.m. Remuneration in respect of retired Central Government employee will be fixed as per Ministry of Finance, Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09th December, 2020.
- The detailed terms and conditions and eligibility criteria (educational qualifications, age, experience etc) for engagement of above positions is indicated in the Term of Reference (ToR) of the above positions and may be seen on NDMA website at <http://ndma.gov.in>
- Essential /desirable educational qualifications and experiences will be verified with original certificates.
- NDMA reserve the right to offer lower position of Consultant if no candidate found suitable for desired position of Consultant.
- Interested individuals may send their bio-data in the prescribed proforma available on the NDMA website alongwith copies of certificates establishing their educational qualification, experience to Shri Abhishek Biswas, Under Secretary (Admn.), National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029, Phone No. 011-26701700 within **20 days** from the date of publication of advertisement in the employment news.

Important note: Separate applications are required for each position/discipline (Field). Incomplete application will not be considered.

(Abhishek Biswas)
Under Secretary (Admn)

Application for the position of Senior Consultant in the National Disaster Management Authority (NDMA) on Contract Basis

Post applied for : _____

(1) Name : _____

(2) Father's Name :- _____

(3) Sex (Male / Female) : _____

(4) Date of Birth _____ Age _____ Years.

(5) Category : SC/ST/OBC/General/Any Other (Pls. specify) _____

(6) Contact Address :- _____

(7) Permanent Address :- _____

(8) E-mail : _____ Phone _____

(9) Education (College education in reverse chronological order) (Pls add rows if required) :

S No.	Year	Degree/ Diploma	University/ Institution	Division/ GPA	Subjects

(10) Experience (in reverse chronological order) (Pls add rows if required)

S No.	Period			Organization / Institution	Nature of work	Accomplishments
	From	To	Total			

(11) Trainings: _____

(12) Publications:- _____

Recent Passport
size

Photograph

(13) Awards / recognitions: - _____

(14) Membership of Professional Bodies/ Associations: - _____

(15) Retired Government staff (Pls indicate Pay/Pay band) :- _____

(16) References (Name, Designation, Institution, address, e-mail and Phone Number) :-

(1) : _____ (2) : _____

Date _____

Signature _____

TERMS AND REFERENCE OF CONSULTANT – (SR. CONSULTANT)

Flood & River Erosion

1. Purpose -:

India is highly vulnerable to floods and out of the total geographical area of 329 million hectare, more than 40 million hectare is flood prone. Floods are recurrent phenomenon, which cause huge loss of lives and damage to livelihood system, property, infrastructure and public utilities. It is a cause for concern that the flood related damages are showing an increasing trend.

The flooding and erosion problem is serious in the states of Uttar Pradesh, Bihar and West Bengal. In recent years, the states of Rajasthan, Gujarat and Madhya Pradesh have also experienced some incidents of heavy floods.

To address these challenges, the NDMA had released the National Guidelines on the Management of Floods (2008) to provide direction to central ministries, state governments, and district administrations. Considering the importance of flood hazards and risks management in the country, NDMA requires the services of an experienced professional as Consultant (Flood & River Erosion).

2. Position (in numbers)-: Sr. Consultant - One (1) –

3. **General overview -:** The National Disaster Management Authority (NDMA) is the apex-level institution for disaster management in India. The Disaster Management Act, 2005 provides for setting up the NDMA along with a host of other institutions at the national, state, and district levels. Chaired by the Prime Minister of India, the NDMA is mandated to lay down the policies, plans, and guidelines for disaster management, and implement various programs related to several aspects of disaster management. Since its inception, the NDMA has implemented several initiatives and programmes on strengthening disaster preparedness and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country.

In addition to man-made hazards, NDMA also addresses natural hazards at large. Flood and river erosion are one such area of concern. These hazardous events are frequent along river banks and its catchment area. While there are specific structural and non-structural measures for flood risk management, the States / UTs needs to be prepared to prevent and respond to these hazards and mitigate their impact. This is a focused area that requires specialized skills and partnership with concerned Ministries / Departments and other institutions dealing with the required expertise.

4. **Scope of work (Local, regional or pan-India) :-** Sr. Consultant (Flood & River Erosion) will provide technical assistance to NDMA in the implementation of the national guidelines linked to prevention and mitigation of flood and river erosion associated hazards and risks, and support coordination with the central and state agencies. In addition, the Sr. Consultant will assist NDMA in developing projects and programs and its implementation with monitoring related to preparing for such hazards. He will also undertake capacity-building and strengthening measures to mitigate and manage flood and river erosion hazards and risks. The above position is at PAN –India level and it is expected that Sr. consultant will be posted at NDMA.
5. **Duty station :-** New Delhi, India
6. **Status (Full time/Part Time/Short term or Long term):-** Full Time (It is a full time engagement and Consultant shall not take up any other assignment during the period of consultancy with NDMA)
7. **Deliverables:-** The Sr. Consultant will work under the overall supervision of the concerned Member/ JS / Advisor, NDMA , and its deliverables are as under:
 - Provide technical advice on all matters related to flood and river erosion and associated hazards dealt by the NDMA and help it coordinate with other organizations and entities working in this area
 - Support formulation of policies, strategies, and guidelines to strengthen the management of flood and associated hazards and risks in the country
 - Provide technical assistance to central and state governments in developing a pool of safety practices, and emergency management facilities for the prevention of flood and river erosion
 - Provide technical assistance to NDMA, central, and state government authorities for strengthening the policy making and regulatory framework
 - Support NDMA, the central and state governments prepare response plans and SOPs and situation report during the flooding disaster response
 - Provide technical support in post-disaster investigation and assessment of damages and losses
 - Develop programmes and projects for NDMA to prevent and mitigate flood and associated hazards disaster management and set up implementation arrangements
 - Undertake field visits to ensure effective monitoring of ongoing flood and river erosion disaster management projects and programmes implemented by the NDMA

- Carry out secondary research on different aspects and global trends in flooding disasters and prepare thematic papers and strategies
- Document global good practices on flood disaster management and disseminate them to key internal and external stakeholders
- Establish a network of institutions specialising in flood risk management in both the public and private sectors for promoting flood disaster risk management in the country
- Participate in NDMA task force meetings, working groups, and committees to provide technical inputs related to the subject
- Support in organizing international/ national workshops, seminars, and conferences
- Any other assignment/work on the subject given by the concerned Member/ JS / Advisor, NDMA.

8. **Competencies and Skills required -:**

- Promoting the vision of NDMA
- Advising, and supervising
- Formulating concepts and strategies
- Managing resources
- Ability to work in a team situation and engage with diverse stakeholders
- Inter-personal and communication skills
- Proactive engagement and dialogue
- Strategic advice and communication

Language proficiency - Fluency in written and spoken English is required for this position.

9. **Educational Qualifications (Essential/Desirable) and Age -:**

- **Essential Qualifications:** Master's degree in Geosciences, Geography, Geology, Civil Engineering, Engineering development related fields.
- **Desirable Qualifications:** Ph.D. or M.Tech in Hydrology, Computer Programming with knowledge of Remote Sensing and GIS application through programming and modelling using Mike/ Python/R in the water sector and related subjects with research experience

- The upper age limit for the candidates is 50 years, however, in case of retired employees it shall be considered as per **MoF, DoE OM No. 3-25/2020-E.III.A dated 09/ 12/2020.**

10. Experience -:

- Minimum 10 years of work experience in flood and river manage, mentor handling projects in the water sector
- Experience in the water sector, hydrology, civil engineering or any other industry with substantial use of flood risk management will be given more weightage in the selection process
- Both the educational qualifications and work experience must prove the credentials of the applicant as an established expert in the field

Note - Retired government officials with matching education and experience, who have held a position with grade pay of INR 7,600/ may also apply. Retired Govt. employees engaged as a Consultant shall be regulated as per MoF, DoE OM No. 3-25/2020-E.III.A dated 09/ 12/2020.

- 11. Salary/Remuneration-: Rs. 1,25,000 – 1,35,000 -1,45,000 - 1,55,000 - 1,65,000 - 1,75,000. In case of retired Govt. servants the remuneration will be fixed as per the provisions of Ministry of Finance, Department of Expenditure O.M. No. 3-25/2020-E.III A dated 9.12.2020.**
- 12. Reporting Mechanism -:**The Sr. consultant will be working under the supervision of concerned subject Member / JS (Division Head) of NDMA. However, on time to time basis concerned division JA will guide them on handling subject related issues.
- 13. Support/inputs to be provided by NDMA to facilitate consultancy -**
: During the consultancy no additional support other than office equipment i.e. Desktop, Printers, Internet etc. may be provided by NDMA. However, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.
- 14. Special remarks, such as travel, etc. -:** For all official tours, visit of Sr. Consultant, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.
- 15. Any additional remarks -:** Individual Consultants will be engaged for a fixed period but not exceeding three years for providing high quality services on specific projects as per requirement of the Divisions.

TERMS AND REFERENCE OF CONSULTANT – (SR. CONSULTANT)

FIRE RISK MANAGEMENT

1. **Purpose** -: One of the most important areas of disaster management has been the provision of dependable fire services in the country. As India experiences significant growth of industrial and service sector, and invests heavily in infrastructure expansion, with concomitant urbanization, a well-equipped and adequately resourced fire services is an essential service that must be extended to all parts of the country. State and municipal governments need to maintain and provide fire services to all the citizens. The role of Central Government is to improve the regulatory framework and provide capacity-building support to State and municipal governments for fire services. At the national level, there is a Directorate General of Fire Services, Civil Defence, and Home Guards, which provides policy and programme support for fire services and advises on organizational matters related to fire services. As an apex institution, NDMA coordinates with the DG, Fire Services, and provides enabling support to strengthen fire services across the country.

Recognizing the importance of fire services, the 15th Finance Commission has recommended a provision of Rs. 5,000 crore for strengthening fire services at the State level in the next five years. These resources would be allocated through the Preparedness and Capacity-building component of the NDRF. States need to apply for these funds, for which they should contribute 10 per cent of the amount sought. These resources could ideally provide a top-up to the existing programmes.

2. **Position (in numbers)-: Sr. Consultant - One (1)**
3. **General overview** -: The National Disaster Management Authority (NDMA) is the apex-level institution for disaster management in India. The Disaster Management Act, 2005 provides for setting up the NDMA along with a host of other institutions at the national, state, and district levels. Chaired by the Prime Minister of India, the NDMA is mandated to lay down the policies, plans, and guidelines for disaster management, and implement various programs related to several aspects of disaster management. Since its inception, the NDMA has implemented several initiatives and programmes on strengthening disaster preparedness and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country. Considering the criticality of the role of fire services in any emergency and to standardize training and equipping the fire services in the country, the NDMA has released National Disaster Management Guidelines on scaling, types of equipment, and training of fire services. In view of the importance assigned to the fire services for disaster management in the country, NDMA requires the services of an experienced professional as Sr. Consultant for fire risk management.

4. **Scope of work (Local, regional or pan-India) -:** Sr. Consultant, Fire Services, will provide technical assistance to NDMA in formulation and implementation of policies and guidelines related to fire services and support coordination with the Ministry of Home Affairs, and DG, Fire Services. In addition, the Sr./Senior Consultant will assist NDMA in developing projects and programs, reforming and strengthening fire services at the State and municipal levels, and contributing to training and capacity-building activities. The above position is at PAN –India level and it is expected that Sr. consultant will be posted at NDMA.
5. **Duty station -:** New Delhi, India.
6. **Status (Full time/Part Time/Short term or Long term)-:** Full Time (It is a full time engagement and Consultant shall not take up any other assignment during the period of consultancy with NDMA)
7. **Deliverables-:** The Sr. Consultant will work under the overall supervision of the concerned Member/ JS / Advisor, NDMA , and its deliverables are as under:
 - Provide technical advice on all matters related to fire risk management dealt by the NDMA and help it coordinate with other organizations and entities working in this area
 - Support formulation of policies and guidelines to strengthen fire services in the country
 - Develop programs and projects to strengthen fire risk management for NDMA and set up implementation arrangements.
 - Undertake field visits to ensure effective monitoring of ongoing fire risk management projects and programs being implemented by the NDMA
 - Carry out desk research on various aspects of fire risk management globally and prepare thematic papers and strategies for different areas of fire risk management in the country
 - Document global good practices on fire risk management and disseminate to key internal and external stakeholders
 - Establish a network of academic, research and training institutions in both public and private sectors for promoting fire risk management in the country
 - Participate in the meeting of NDMA Task Forces, Working Groups and Committees to provide technical inputs related to fire risk management
 - Support NDMA in organizing international / national workshops, seminars and conferences related to fire risk management
 - Carry out quarterly fire risk audit of NDMA Bhawan and conduct fire safety mock drills for fire safety.

- Any other assignment/ work on the subject given by the concerned Member/ JS / Advisor, NDMA.

8. **Competencies and Skills required :-**

- Promoting the vision of NDMA
- Advising, Sr.ing and supervising
- Formulating concepts and strategies
- Managing resources
- Ability to work in a team situation and engage with diverse stakeholders
- Inter-personal and communication skills
- Proactive engagement and dialogue
- Strategic advice and communication

Language proficiency - Fluency in written and spoken English is required for this position

9. **Educational Qualifications (Essential/Desirable) and Age :-**

- **Essential Qualifications:** Graduation in Fire Engineering/ Fire safety / Fire Services.
- **Desirable Qualifications:** A Masters in Fire Engineering, Industrial Safety Management, or a Ph.D. is a preferred qualification. Candidates with Post-graduate degrees in fire engineering or related subject will be given more weightage in the process of selection.
- The upper age limit for the candidates is 50 years, however, in case of retired employees it shall be considered as per **MoF, DoE OM No. 3-25/2020-E.III.A dated 09/ 12/2020.**

10. **Experience :-**

- Minimum 10 years of work experience in the area of Fire Risk Management.
- The applicant must have worked with a government agency or in a public sector agency, or a well-known private sector firm.
- The applicant should have knowledge and exposure of local / national / international code of practice on fire safety and experience of conducting fire safety audits.
- Both the educational qualifications and work experience must prove credentials of the applicant as an established expert in the field.

Note - Retired government officials with matching education and experience, who have held a position with grade pay of INR 7,600/ may also apply. Retired Govt. employees engaged as a Consultant shall be regulated as as per MoF, DoE OM No. 3-25/2020-E.III.A dated 09/12/2020.

11. **Salary/Remuneration-: Rs. 1,25,000 – 1,35,000 -1,45,000 - 1,55,000 - 1,65,000 - 1,75,000. For retired Govt.employees, remuneration will be fixed as per the provision of Ministry of Finance, Department of Expenditure O.M. No.3/25/2020.EIII A dated 9.12.2020.**
12. **Reporting Mechanism -:** The Sr. consultant will be working under the supervision of concerned subject Member / JS (Division Head) of NDMA. However, on time to time basis concerned division JA will guide them on handling subject related issues.
13. **Support/inputs to be provided by NDMA to facilitate consultancy -**
: During the consultancy no additional support other than office equipment i.e. Desktop, Printers, Internet etc. may be provided by NDMA. However, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.
14. **Special remarks, such as travel, etc. -:** For all official tours, visit of Sr. Consultant, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.
15. **Any additional remarks -:** Individual Consultants will be engaged for a fixed period but not exceeding three years for providing high quality services on specific projects as per requirement of the Divisions.

TERMS AND REFERENCE OF CONSULTANT – (SR. CONSULTANT)

Chemical (Industrial) Hazards and Risks

1. Purpose -:

The risks posed by chemical hazards are evident from the thousands of deaths in the Bhopal gas tragedy in 1984. Exposure to poisonous gases also caused long-term illnesses among the people living in surrounding areas. Despite all the laws and regulations, incidents of chemical hazards have occurred regularly. Recently, many accidents occurred when chemical factories reopened after the Covid-19 pandemic enforced lockdown. These frequent accidents underscore the need for concerted efforts in managing potential risks from the chemical industries.

To address these challenges, the NDMA had released the National Guidelines on the Management of Chemical (industrial) Disasters to provide direction to central ministries, state governments, and district administrations. Considering the importance of chemical (industrial) hazards and risks in the country, NDMA requires the services of an experienced professional as Consultant, Chemical (Industrial) Hazards and Risks.

2. Position (in numbers):- Sr. Consultant - One (1)

3. **General overview -:** The National Disaster Management Authority (NDMA) is the apex-level institution for disaster management in India. The Disaster Management Act, 2005 provides for setting up the NDMA along with a host of other institutions at the national, state, and district levels. Chaired by the Prime Minister of India, the NDMA is mandated to lay down the policies, plans, and guidelines for disaster management, and implement various programs related to several aspects of disaster management. Since its inception, the NDMA has implemented several initiatives and programmes on strengthening disaster preparedness and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country.

In addition to natural hazards, NDMA also addresses man-made hazards in nature. Chemical hazards are one such area of concern. These hazardous events are frequent in clusters of chemical industries in some states. While there are specific legislation and regulations aimed at safe operation, the industry needs to be prepared to prevent and respond to these hazards and mitigate their impact. This is a focused area that requires specialized skills and partnership with institutions with the required expertise.

4. **Scope of work (Local, regional or pan-India) -:** Sr. Consultant, Chemical (industrial) Hazards and Risks will provide technical assistance to NDMA in the implementation of the national guidelines linked to prevention and mitigation of chemical (industrial) hazards and risks, and support coordination with the central and state agencies. In addition, the Sr. Consultant will assist NDMA in developing projects and programs related to

preparing for such hazards. He will also undertake capacity-building measures to mitigate and manage chemical (industrial) hazards and risks. The above position is at PAN –India level and it is expected that Sr. consultant will be posted at NDMA.

5. **Duty station** -: New Delhi, India

6. **Status (Full time/Part Time/Short term or Long term)**:- Full Time (It is a full time engagement and Consultant shall not take up any other assignment during the period of consultancy with NDMA)

7. **Deliverables**:- The Sr. Consultant will work under the overall supervision of the concerned Member/ JS / Advisor, NDMA , and its deliverables are as under:

- Provide technical advice on all matters related to chemical (industrial) hazards dealt by the NDMA and help it coordinate with other organizations and entities working in this area
- Support formulation of policies, strategies, and guidelines to strengthen the management of chemical (industrial) hazards and risks in the country
- Provide technical assistance to central and state governments in developing a pool of safety practices, and emergency management facilities for the prevention of chemical (industrial) accidents
- Provide technical assistance to NDMA, central, and state government authorities for strengthening the regulatory framework
- Support NDMA, the central and state governments prepare response plans and SOPs for an on-site and off-site response during the chemical (industrial) disaster response
- Provide technical support in post-incident investigation and assessment of damages and losses
- Develop programmes and projects for NDMA to prevent and mitigate chemical (industrial) disaster management and set up implementation arrangements
- Undertake field visits to ensure effective monitoring of ongoing chemical (industrial) disaster management projects and programmes implemented by the NDMA
- Carry out secondary research on different aspects and global trends in chemical (industrial) disasters and prepare thematic papers and strategies

- Document global best practices on chemical (industrial) disaster management and disseminate them to key internal and external stakeholders
- Establish a network of institutions specializing in chemical hazards in both the public and private sectors in promoting chemical (industrial) hazards risk management in the country
- Participate in NDMA task force meetings, working groups, and committees to provide technical inputs related to the subject
- Support in organizing international/ national workshops, seminars, and conferences
- Any other assignment/ work on the subject given by the concerned Member/ JS / Advisor, NDMA

8. **Competencies and Skills required :-**

- Promoting the vision of NDMA
- Advising, Sr.ing and supervising
- Formulating concepts and strategies
- Managing resources
- Ability to work in a team situation and engage with diverse stakeholders
- Inter-personal and communication skills
- Proactive engagement and dialogue
- Strategic advice and communication

Language proficiency - Fluency in written and spoken English is required for this position

9. **Educational Qualifications (Essential/Desirable) and Age:-**

- **Essential Qualifications:** Master's degree in Industrial Safety/ Chemistry or Bachelors in Chemical Engineering
- **Desirable Qualifications:** Ph.D. in Chemistry or M.Tech in Chemical Engineering with research experience
- The upper age limit for the candidates is 50 years, however, in case of retired employees it shall be considered as per **MoF, DoE OM No. 3-25/2020-E.III.A dated 09/ 12/2020.**

10. **Experience -:**

- Minimum 10 years of work experience in industrial safety or handling hazardous chemical processes
- Experience in the petrochemical sector, chemical industries, fertilizers industry, or any other industry with substantial use of hazardous chemicals will be given more weightage in the selection process
- Both the educational qualifications and work experience must prove the credentials of the applicant as an established expert in the field

Note - Retired government officials with matching education and experience, who have held a position with grade pay of INR 7,600/ may also apply. Retired Govt. Employees engaged as a Consultant shall be regulated as as per MoF, DoE OM No. 3-25/2020-E.III.A dated 09/12/2020.

11. **Salary/Remuneration-: Rs. 1,25,000 – 1,35,000 -1,45,000 - 1,55,000 - 1,65,000 - 1,75,000. The remuneration of retired Govt.servants will be fixed as per the provision of Ministry of Finance, Department of Economic Affairs O.M. No. 3-25/2020 -E.III.A dated 9.12.2020.**
12. **Reporting Mechanism -:** The Sr. consultant will be working under the supervision of concerned subject Member / JS (Division Head) of NDMA. However, on time to time basis concerned division JA will guide them on handling subject related issues.
13. **Support/inputs to be provided by NDMA to facilitate consultancy -**
: During the consultancy no additional support other than office equipment i.e. Desktop, Printers, Internet etc. may be provided by NDMA. However, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.
14. **Special remarks, such as travel, etc. -:** For all official tours, visit of Sr. Consultant, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.
15. **Any additional remarks -:** Individual Consultants will be engaged for a fixed period but not exceeding three years for providing high quality services on specific projects as per requirement of the Divisions.

Government of India
Ministry of Home Affairs
National Disaster Management Authority
New Delhi

NDMA reference: F. No. 01-03/2022- Admn dated 29/03/2022

Subject: Terms of Reference for Individual Consultant – Request to initiate hiring process

Title of the position: Senior Consultant (Information, Education & Communication) (IEC)

Level: Senior Consultant

Budget Line/Head:

1. **Name of the Division:** Public Relations & Awareness Generation (PR&AG Division)
2. **Purpose/Rationale of the Assignment:** NDMA's IEC campaign aims at different stakeholders as the target audience such as urban and rural population, women, children, rich and poor, educated and as well as illiterates, and physically challenged. It is a 360 degree campaign using print, electronic, digital and social media. NDMA's IEC Cell prepares media plans and launches campaigns both long-term and short-term aiming at behavioral change, and risk reduction through concrete actions by all stakeholders. NDMA also uses social media for IEC as well as for real-time information about disasters and updates to help people during the time of disasters.

NDMA, in order to achieve the above objectives, intends to hire the services of an expert in the Field of communication and media as a consultant to work in the IEC Cell for carrying out IEC activity through all available media viz. print and electronic media, including social media.

3. **Duration:** Initially, successful candidate will be given contract for one year (full time) which may be extended up to a maximum of another two years (maximum of three years) subject to satisfactory performance.
4. **Number of Vacancies:** One
5. **Job description/Context:** The following will be the concrete deliverables in addition to the regular work described in the scope of work, which the consultant will be doing as a part of the deliverables:
 - i. Comprehensive, 360 degree media plan covering all aspects of IEC.
 - ii. A special media plan for harnessing the power of social media.
 - iii. Facilitate in production of various IEC materials for electronic, print and social media.

- iv. Provide a plan and method for evaluating the impact of the campaigns to improve the media plan and strategy for effective risk reduction.
- v. Any other work assigned from time to time with reference to his/her area of expertise.

6. **Tasks/Deliverables:** The Senior Consultant will work under the overall supervision of the PR&AG Division and shall perform the following tasks:

- i. Preparation of media plans both long-term and short-term containing the details about goals, objectives, monitoring and evaluation mechanism, the media and content and cost estimates.
- ii. Prepare and design the monthly newsletter of NDMA and help in all design aspects in the activities undertaken by NDMA.
- iii. Prepare various communication materials such as films, videos, audio-visuals, television commercials, radio jungles, exhibitions and print advertisements and follow up with the design and production agencies to ensure quality output.
- iv. Provide technical inputs for preparation of various tender documents for hiring agencies for design and production of various IEC materials.
- v. Prepare and launch a social media oriented communication programme as well as real time information dissemination during disasters.
- vi. Prepare a special social media plan as a sub-plan of the overall media plan to provide more focus on social media and to harness the power of social media for DRR.
- vii. Prepare press notes, media briefings, press releases etc.
- viii. Monitor news related to NDMA and disasters on every day basis and bring it to the notice of concerned members / officers.
- ix. Promote disaster management in both print and electronic media including social media with a focus on risk reduction.
- x. Support NDMA in organizing international / national workshops, seminars, conferences and campaigns on the role of media for disaster risk reduction and disaster management.
- xi. Any other assignment / work on the subject which can be given by the Officers/Members of NDMA.

7. **Qualification:**

- a. **Essential:** Post-graduate in Mass Communication / PG Diploma in Communication or any other equivalent / relevant degree.
- b. **Desirable:** Persons with M. Phil, PhD, additional qualifications, Research experience, published papers and post qualification experience in the relevant field would be preferred. PhD from reputed university shall be given additional weightage.

8. **Work Experience:** The consultant should have 5-10 years experience working in related area. Experience of working in government and handling awareness campaigns will be an added advantage. Those who worked in social sector and have the experience of conducting campaigns for development communication or disaster management / risk reduction in government will be given preference.

In exceptional cases for candidates of exceptional merit, NDMA can relax the minimum number of years of service necessary to qualify for selection. In case the consultant is selected through campus interview from reputed institutions, the requirement of previous experience can be waived.

9. **Competencies:** This position requires following demonstrated functional competencies:

- i. Advising, Leading and Supervising
- ii. Formulating concepts and strategies
- iii. Expertise in drafting communication / messages to different stakeholders
- iv. Managing resources
- v. Ability to work with diverse teams
- vi. Inter-personal and communication skills
- vii. Proactive engagement and dialogue
- viii. Strategic advice and communication
- ix. Skills required to visualize, prepare and present info graphics
- x. Ability to work in a team and coordinate with various administrative levels.

National Disaster Management Authority

Government of India

Terms of Reference

Position : Senior Consultant, Human Resources (HR)

Sl. No.	Description	Details
1.	Name of Division	Administration Division, NDMA
2.	Details of Post	Senior Consultant, Human Resources (HR)
3.	Purpose of Assignment	<p>Background</p> <p>The National Disaster Management Authority (NDMA) is the apex-level institution for disaster management in India. The Disaster Management Act, 2005 provides for setting up the NDMA along with a host of other institutions at the national, state, and district levels. Chaired by the Prime Minister, the NDMA is mandated to lay down the policies, plans, and guidelines for disaster management, and implement various programmes related to various aspects of disaster management. Since its inception, the NDMA has taken several initiatives and programmes in strengthening disaster preparedness, and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country.</p> <p>NDMA is a professional organization working in different areas of disaster management. These areas include prevention, preparedness, response, recovery and reconstruction and mitigation. NDMA pursues its work through various modalities, which are as follows:</p> <ul style="list-style-type: none">a. Issuing guidelines and advisories on various aspects of disaster management;b. Coordinating with a large number of Central ministries and organizations, State Governments, technical agencies, private sector, and NGOs in specialized areas of disaster management;c. Developing and implementing national programmes in various aspects of disaster management; andd. Conducting training and capacity-building programmes in disaster management. <p>Working in these areas requires professional qualifications and work experience. NDMA needs to recruit staff with technical skills and experience in disaster management. Further, it</p>

		<p>requires people from diverse backgrounds which include government, NGOs, and, private sector. It should hire people following different modalities, which consist of lateral entries, long-term and short-term consultancies, and internships.</p> <p>NDMA needs to implement its human resource policies following an open and transparent process. There should always be an effort to identify and induct talented and trained professionals for its various functions. At the same time, NDMA should promote the principles of social inclusion, gender balance, and diversity while recruiting its staff. The entire process of recruitment—from the preparation of vacancy information to the recruitment and finally the on boarding of the staff—should be conducted following the procedures laid down for recruitment of the staff and consultants.</p>
4.	Duration	Initially, a successful candidate will be given a contract for one year (full time) which may be extended up to a maximum of another two years (maximum of three years) subject to satisfactory performance satisfactory Annual Performance Review based on clearly defined Key Performance Indicators.
5.	Tasks Related to Assignment & Job Description	<p>Under the guidance and direct supervision of the Joint Secretary, Administration, NDMA, the HR Consultant is responsible for transparent implementation of strategies and procedures for hiring of staff and consultants, and effective delivery of these services. He/she analyses, interprets and applies NDMA policies, rules and regulations for the hiring of staff and consultants, implements internal procedures, supports training and capacity-building programmes of its staff and consultants, and provides innovative solutions to a wide spectrum of issues human resources. The Senior Consultant-HR promotes a collaborative, responsive approach and contributes to the maintenance of high staff morale.</p> <p>Role and Responsibilities</p> <p>Work under the overall guidance of Secretary NDMA, and Joint Secretary, Administration, NDMA to:-</p> <ol style="list-style-type: none"> Assist in development and implementation of HR strategies and initiatives aligned with NDMA's overall policies and programmes. Review and finalize the Term of Reference and vacancy information for all the consultancies and other jobs. Undertake all necessary HR activities related to recruitment and management of administrative staff, professionals (short-term and long-term consultants), trainees, and interns. Assist the Divisions within NDMA in the recruitment and selection of consultancies and staff. Prepare the documentation and records for the recruitment.

		<ul style="list-style-type: none"> e) Work with all the Divisions in framing and revising Recruitment Rules (RR) for all the staff positions. f) Assist the Joint Secretary, Administration to negotiate suitable remuneration, prepare and manage contracts/agreements, and onboard newcomers to the organization. g) Conduct induction and orientation of employees and consultants, and guide them on service-related issues. h) Ensure smooth execution of processes related to engagement, empowerment, and retention of employees and consultants. i) Identify and collate details for the training requirement of all the staff members. j) Prepare need-based training plan and calendar for regular capacity building of employees. Prepare training modules and organise trainings based on the need analysis. Also, conduct training of employees on NDMA systems, procedures, and protocols. k) Plan, monitor and implement employee/consultant performance evaluation and appraisal l) Work with the technology team in developing software aimed at developing an HR system for NDMA. m) Work with NDMA senior management and administration to convey feedback from the employees and consultants and improve the work atmosphere by addressing demands, redressing grievances or other issues. n) Work with various Divisions to develop and nurture a positive working environment. o) Report to management and provide decision support through HR metrics. p) Ensure legal compliance throughout human resource management. q) Monitor the implementation of HR policies and initiatives to ensure smooth functioning of the organisation. r) Periodically review and update the HR strategy in consultation with the designated authority s) Perform other duties assigned related to HR functions.
	Functional competencies required for the position	Functional competencies required for the position <ul style="list-style-type: none"> i. Excellent verbal and written communication skills ii. Strong interpersonal, negotiation, and conflict resolution skills iii. Ability to adapt and learn quickly iv. Strong organisational and problem-solving skills v. Ability to act with integrity, professionalism, and confidentiality vi. Thorough knowledge of employment-related laws and regulations vii. Proficient with MS Office Suite and other HR Softwares.

6.	Qualifications and Competencies	
	(A). Academic	
	i. Essential Qualification	Master's degree required preferably in Human Resources, Psychology, Business or any relevant fields.
	ii. Desirable Qualifications	a) Knowledge of employee labour laws and statutory HR compliances. b) Proficiency in developing and executing processes across the entire employment lifecycle.
	iii. Work Experience	7+ years of relevant work experience in HR management The applicant should have preferably worked with a government agency, leading regional/ international organization, or a public sector agency.
	iv. Language Proficiency	Fluency in written and spoken English is required for this position.
	(B). Upper Age Limit	<ul style="list-style-type: none"> Maximum 50 years. For retired employees from Central Government, the upper age limit shall be 65 years.
7.	Remuneration Band	Rs. 1,25,000/- — Rs. 1,75,000/- per month* *Remuneration, Allowances, Leave entitlement, Maximum terms of appointment in respect of retired Central Government Employees engaged as Consultant on Contract basis in NDMA shall be regulated as per the provisions laid down in MoF, DoE OM No. 3-25/2020-E.III.A dated 09/12/2020."
8.	Reporting Mechanism	Sr. Consultant shall report to JS/Advisor, NDMA
9.	Schedule of completion of Tasks	The Senior Consultant shall complete the assigned tasks in a time bound manner. It is a full time engagement and Consultant shall not take up any other assignment during the period of consultancy with NDMA.
10.	Termination of Contract	The engagement of Consultants at NDMA is of a temporary nature and NDMA can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide one month's notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving one month notice to NDMA."