



F. No. 01-14 /2022-Admn
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi –110 029
Tel. No. 26701700, 26701834 (Fax)



Sub: Advertisement for one position of Senior Consultant (Drought & Heat Wave) in National Disaster Management Authority (NDMA) on contract basis.

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

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1	Senior Consultant (Drought & Heat Wave)	Contractual	1	<p>Essential :- Master's degree in agriculture, meteorology, agro – meteorology, agro – economics, water resources management or soil conservation, Disaster Management and related disciplines,</p> <p>Desirable: - (a) Persons with M.Phil and Ph.D.in the relevant fields or 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>(b) Candidates must have sound understanding and knowledge of issues relating to drought and heat wave and related areas.</p>	<p>Candidates should have 5-10 years of relevant post qualification work experience on drought and heat wave issues. Experience of working on drought and heat wave risk mitigation measures.</p> <p>Desirable : The applicant should have worked with a government agency, leading regional/ international organization, or a public sector agency.</p> <p>The applicant should have prepared domain specific national policies / plans / guidelines etc.</p> <p>The applicant should have worked on drought & heat wave issues at national level.</p> <p>The applicant should have involved in multi stakeholder coordination and worked on data analysis.</p>	50 years. (For retired employee from Central Govt. the upper Age limit shall be 65 years)

2. Remuneration Band :- Rs.1,25,000 – 1,75,000/- . Remuneration in respect of retired 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.
3. The detailed terms and conditions and eligibility criteria (educational qualifications, age, experience etc) for engagement of above position is indicated in the Term of Reference (ToR) of the above positions and may be seen on NDMA website at <http://ndma.gov.in>
4. Essential /desirable educational qualifications and experiences will be verified with original certificates.
5. NDMA reserve the right to offer lower position of Consultant if no candidate found suitable for desired position of Consultant.
6. Interested individuals may send their bio-data in the prescribed proforma available on the NDMA website alongwith Statement of Purpose (SoP) in 250 words maximum and 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..

(Abhishek Biswas)
Under Secretary (Admn)

Application for the position of Senior Consultant (Drought & Heat Wave) 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 :- _____

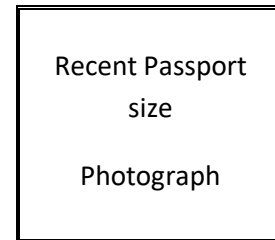
(8) E-mail : _____ Phone _____

(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:- _____

(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 _____

* Application form is to be submitted alongwith Statement of Purpose (SoP) in 250 words (maximum) and copies of certificates establishing educational qualifications, work experiences, trainings participated etc.

National Disaster Management Authority
Government of India

Terms of Reference

Position: Senior Consultant (Drought & Heat Wave)

Sl. No.	Description	Details
1.	Name of the Division	Policy & Plan Division, NDMA
2.	Title of the position	Senior Consultant (Drought & Heat Wave)
3.	No. of vacancy	01
4.	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>Specialist inputs in relevant discipline / areas of disaster management need to be provided to NDMA by Consultants / Sr. Consultants / Lead Consultants. They will provide domain specific technical assistance in formulation of guidelines / conduct of subject related training / other inputs on the subject from time to time as per requirements.</p> <p>The Sr. Consultant will assist NDMA in facilitating preparation of domain specific (Drought & Heat Wave) policies, plans and guidelines and revision thereof. He will monitor the domain specific disaster situation in the Country on regular basis and suggest to NDMA appropriate mitigation measures to be taken by the concerned Ministries/Organizations of the Central Govt. and the States/UTs. He shall assist NDMA in organizing domain specific workshops/ seminars/ consultations etc with concerned stakeholders for efficient disaster management.</p>

5.	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.
6.	Tasks Related to Assignment & Job Description	<p>Under the guidance and direct supervision of the Joint Secretary, PP Division, NDMA, the Sr. Consultant (Drought & Heat Wave) will provide technical assistance to NDMA in formulation and implementation of policies, strategies and guidance related to drought / heat wave events and to support coordination with the IMD, Central and State government agencies, SDMAs and DDMA's. In addition, the Sr. Consultant will assist NDMA on developing preparedness and mitigation projects and organizing training and capacity building activities.</p> <p>Tasks and Deliverables:</p> <ol style="list-style-type: none"> a. Obtain and submit periodical reports on domain specific (Drought & Heat Wave) reports from Central Ministries/Departments and States/ UTs. b. Preparation / Revision of domain specific Policies, Plans and Guidelines. c. Follow up on action points proposed in the National Disaster Management Guidelines on Drought & Heat Wave. d. Identify plans/projects for community-based drought proofing and rejuvenation of traditional rainwater harvesting structures in the normal schemes of GoI. Identify schemes for convergence. e. Monitor the domain specific disaster situation in the country on regular basis and suggest to NDMA appropriate measures for mitigation to be taken by the concerned Ministries/ Departments/ Organizations of the Central Government or States / UTs. f. Create a domain specific disaster database. g. Strategy to be prepared for effective and efficient domain specific disaster management in the country. h. To stay abreast of domain specific policies and programmes of Government of India and make recommendations to ensure that these are implemented effectively within the context of post-disaster recovery programmes in the country. i. Prepare a status note on R & D capacity and Human resource development and make a report suggesting steps to upgrade these capacities. Work out schedules for training, course outline, and identify the key institutions and organizations for such work. j. Assist NDMA in organizing workshops/seminars /meetings etc with concerned stakeholders for efficient drought & Heat Wave management and to put up draft minutes for approval of Competent Authority.

		<p>k. Other tasks that may be necessary for overall management of drought & heat wave.</p> <p>l. Any other work to be assigned as per requirement, by senior officers in NDMA.</p>
7.	Functional competencies required for the position	<p>Functional competencies required for the position</p> <ul style="list-style-type: none"> i. Promoting the vision of NDMA ii. Advising Leading and Supervising iii. Formulating concepts and strategies iv. Managing resources v. Demonstrates and safeguards ethics and integrity vi. Displays cultural, gender, religion, and age sensitivity and adaptability vii. Ability to work in a team situation and engage diverse stakeholders viii. Ability to plan, organise , implement and report on work ix. Inter-personal and communication skills x. Proactive engagement and dialogue xi. Strategic advice and communication xii. Excellent verbal and written communication skills xiii. Proficient with MS Office suite and other Software.
8.	Qualifications and Competencies	
	(A). Academic	
	Essential Qualification	Master's degree in agriculture, meteorology, agro – meteorology, agro-economics, water resources management or soil conservation, Disaster Management and related disciplines.
	Desirable Qualifications	<p>a. Person with M. Phil and Ph.D in the relevant fields or 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>b. Candidates must have sound understanding and knowledge of issues relating to drought and heat wave and related areas.</p>
	iii. Work Experience	<p>5-10 years of relevant post qualification work experience on drought and heat wave issues. Experience of working on drought and heat wave risk mitigation measures.</p> <p>Desirable The applicant should have worked with a government agency, leading regional/ international organization, or a public sector agency.</p> <p>The applicant should have prepared domain specific national policies / plans / guidelines etc.</p>

		<p>The applicant should have worked on drought & heat wave issues at national level.</p> <p>The applicant should have involved in multi stakeholder coordination and worked on data analysis.</p>
	Language Proficiency	Fluency in written and spoken English is required for this position.
	(B). Upper Age Limit	<p>Maximum 50 years.</p> <p>65 years for Retired Central Government employees with Grade Pay of Rs.8700 (pre-revised) / Level – 13 (7th CPC) and above with minimum experience of 5-10 years in the relevant fields.</p>
9.	Remuneration Band	<p>Rs. 1,25,000/- – Rs. 1,75,000/- per month*</p> <p>*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."</p>
10.	Reporting Mechanism	Sr. Consultant shall report to JS/Advisor, NDMA
11.	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.
12.	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.
