

**Department of Disaster Management  
Govt. of West Bengal  
NABANNA, 2<sup>nd</sup> floor  
325, Sarat Chatterjee Road, Shibpur,  
Howrah-711102**

**Phone No. (033) 2214 3526, Email : wbdmeoc@gmail.com**

No : 1424-RL/O/EOC/7M-27/2015

Dated : 15/07/2016

Applications are invited from Indian nationals to be filled up by Disaster professionals at the State and eight selected districts viz. 1.Darjeeling 2.Kolkata (KMC) 3.Alipurduar 4. North 24 Parganas 5. South 24 Parganas 6. Paschim Medinipur 7. Jalpaiguri 8. Purba Medinipur for strengthening the SDMA and the DDMA's on contractual basis for at least 16 (sixteen) months from the date of engaging the professionals as follows:

<b>At State Level</b>				
<i>Sl. No.</i>	<i>Name of the Post</i>	<i>No. of Post</i>	<i>Remuneration / month is Rs.</i>	<i>Maximum Age</i>
1	Capacity Building Officer	01 (one)	Rs. 50,000.00	50 (fifty) years
2	Documentation Officer	01 (one)	Rs. 40,000.00	50 (fifty) years
3	Disaster Management Specialist	01 (one)	Rs. 50,000.00	50 (fifty) years
<b>At District Level</b>				
1	Disaster Professional	01 (one) at each of the 08 (eight) Districts	Rs. 40,000.00 for each	40 (forty) years

**General Conditions:** 1. Details on qualification and scope and nature of work for the posts mentioned above will be available on the website **wbdmd.gov.in** 2. Candidates applying for more than one post should submit separate applications. 3. Candidates will have to produce the proof details furnished in their applications, in originals, as and when required. 4. Applications received after due date, unsigned applications, applications without mentioning the post for which applied, and applications incomplete in any respect, will not be considered. 5. It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to willfully conceal or misrepresent the fact, his/her candidature will be summarily rejected or his/her employment will be terminated. 6. The applications must be sent in neatly handwritten or typed out A4 size paper. 7. The cut-off date for post qualification relevant experience & maximum age is the date of publication in the newspaper. 8. Interested qualified persons may send applications to the above mentioned address or through email at **wbdmeoc@gmail.com** within **16/08/2016 up to 17:30 hrs..**

**Principal Secretary  
DoDM, West Bengal**

**Government of West Bengal**  
**Department of Disaster Management**  
**Nabanna 2<sup>nd</sup> Floor,**  
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**Email: [wbdmeoc@gmail.com](mailto:wbdmeoc@gmail.com)**  
**Website: <http://wbdmd.gov.in/>**

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**Organisation:** The West Bengal State Disaster Management Department has been established to put in place necessary systems, structures, programs, resources, capabilities and guiding principles for reducing disaster risks and preparing for and responding to disasters and threats of disasters in the State of West Bengal in order to save lives and property, avoid disruption of economic activity and damage to environment and to ensure the continuity and sustainability of development. The State Disaster Management Authority (SDMA) is the overarching authority to supervise the functioning of the disaster management services in the State.

**Employment Offer:** Applications are invited from Indian Nationals to be filled up by Disaster professionals at the state and eight selected districts for strengthening the SDMA and the DDMA's on contractual basis. The applicants will be engaged for atleast 16 (sixteen) months from the date of engaging the professionals for both the state and district level professionals. This engagement can be extended subsequently depending on the directions of the NDMA.

**State Level**

<p>Capacity Building Officer (1) One. Remuneration: Rs. 50,000 p.m Maximum Age: 50 years</p>	<p><b>Key Responsibilities</b> Responsible for coordinating the capacity building initiatives in the programme at the institutional level.</p> <ul style="list-style-type: none"> <li>• Identify training requirements-both fresh and refresher at all level for various functionaries</li> <li>• Provide technical support in reviewing and designing curriculum for training manuals</li> <li>• Help maintain a database of trainers and other resource persons</li> <li>• Manage roster of trainers, trainees and system for nomination officers for various state and national training programmes</li> <li>• Facilitate dissemination and exchange of expertise in the concerned field.</li> <li>• Supervise Mock Drills in hazard prone / vulnerable areas on state specific disasters for identifying gaps.</li> <li>• Develop training section on website, to allow easy access to information, materials and guidance on disaster risk reduction.</li> <li>• Perform any other tasks related to capacity building, planning and implementation.</li> </ul> <p><b>Education and experience:</b></p> <ul style="list-style-type: none"> <li>• Post Graduate degree/diploma or equivalent in any of the disciplines under Social Sciences, Management, Disaster Management and/or relevant fields.</li> <li>• At least 10 years experience in the development sector having relevance to disaster management</li> <li>• Work experience in government, especially at the state level, and civil society organization specifically in managing training programmes.</li> <li>• Fluency in writing and in speaking English. Fluency in spoken Bengali</li> </ul>
<p>Documentation officer (1) One Remuneration: Rs. 40,000 p.m Maximum Age: 50 years</p>	<p><b>Key Responsibilities</b> The incumbent will carry out the under mentioned tasks:</p> <ul style="list-style-type: none"> <li>• Assist in organizing information and preparation of reports in coordination with the field staff;</li> <li>• Facilitate and strengthen the reporting system for dissemination of information to the different agencies involved in Disaster Management activities;</li> <li>• Assist in classifying and compiling various knowledge products such as reports,</li> </ul>

	<p>training manuals, handbooks, audio-visual materials, IEC materials and other publications;</p> <ul style="list-style-type: none"> <li>• Document best practices and lessons learnt</li> <li>• Conduct studies to document and disseminate best practices and lessons learnt;</li> <li>• Facilitate production of documentary animation films and provide need based editorial assistance;</li> <li>• Assist in the development of reports, briefs, fact sheets, training manuals and other publications;</li> </ul> <p>Education and experience:</p> <ul style="list-style-type: none"> <li>• University degree in Social Science/Rural development / Management / Mass communication</li> <li>• 3-5 years' experience in handling documentation work at the state / national level</li> <li>• Understanding of the working of state Govt would be desirable</li> <li>• Fluency in writing and in speaking English. Fluency in spoken Bengali</li> </ul>
<p>Disaster Management Specialist (1) One. Remuneration: Rs. 50,000 p.m Maximum Age: 50 years</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> <li>• Prepare / review and up-dation of State Disaster Management Plan as per National Disaster Management Guidelines released by NDMA and HRVA of the state along with inclusion of emerging issues like gender sensitivity, disability inclusive Disaster Risk Reduction (DRR), Livestock management etc.</li> <li>• Vetting and periodical review of Disaster Management Plans of key Departments of State Governments as per Section 18 &amp; 40 of DM Act 2005.</li> <li>• Support SDMA/Dept of DM in enhancing sustainable disaster risk reduction initiatives in the state.</li> <li>• Develop guidelines and review of projects/programmes of state Government schemes from DRR perspective u/s 18 of the DM Act.</li> <li>• Build frameworks and mechanisms, and support development and implementation of state level initiatives/schemes for disaster prevention, mitigation and preparedness;</li> <li>• Facilitate enforcement of appropriate norms and by-laws for land-use, building and planning standards that are based on professionally established hazard and vulnerability assessments;</li> <li>• Ensure the participation in disaster planning and management of all the stakeholders.</li> <li>• Establish a comprehensive information system that identifies and assesses the risks involved in disaster-prone areas and facilitate risk informed development</li> </ul> <p>Education and experience:</p> <ul style="list-style-type: none"> <li>• Post-graduate in Management, Urban/ Rural Planning, Social Sciences, Disaster Management and/or relevant fields.</li> <li>• Candidates having completed Certificate courses from recognized Institutions/universities would be preferred.</li> <li>• At least 10 years' experience in the development sector having relevance to disaster management</li> <li>• Work experience in government/national and international agencies and civil society organization</li> <li>• Fluency in writing and in speaking English. Fluency in spoken Bengali.</li> </ul>

**District Level**

Names of the districts where the scheme will be implemented.	1.Darjeeling 2.Kolkata (KMC) 3.Alipurduar 4. North 24 Parganas 5. South 24 Parganas 6. Paschim Medinipur 7. Jalpaiguri 8. Purba Medinipur.
No. of post of Disaster Professional	01 (one) at each district.
Qualification required:	<ol style="list-style-type: none"> <li>1. Master's Degree from a recognized university.</li> <li>2. Fluency in writing and in speaking English.</li> <li>3. Fluency in spoken Bengali</li> </ol>

	4. At least 3-5 years of experience in related fields of disaster management
Desirable qualification:	<ol style="list-style-type: none"> <li>1. Degree / Diploma in Disaster Management from a recognized university.</li> <li>2. Working experience in Disaster prevention / mitigation / rescue or ability to work in multi-disciplinary environment.</li> </ol>
Age	40 years
Indicative Outcomes / Deliverables expected from the professionals	<ol style="list-style-type: none"> <li>1. Drawing up composite Action Plans for the District to be approved by District Disaster Management Authority and State Executive Committee.</li> <li>2. Carrying out level 1 Hazard Risk Vulnerability Assessment (HRVA) of the district based on the risks and past disasters.</li> <li>3. Preparation / updation of District Disaster Management Plan (DDMP) as per the Section 31 of the DM ct 2005, the model framework developed by the NDMA, SDMP and actions mentioned in various guidelines of the NDMA.</li> <li>4. Act as the disaster management focal point in the district by assisting the district administration in day-to-day coordination required for smooth implementation of various DRR activities in the district.</li> <li>5. Ensure consultation with various stakeholders on variety of disaster management activities ( NGOs, Corporate, Traders, elected representatives etc.)</li> <li>6. Support in managing budget, work planning, implementation, monitoring, and evaluation of DRR activities. Help in drafting technical notes, letters, reports and other materials required by the district administration</li> <li>7. Obtaining approval of SDMA for DDMP and uploading on SDMA / DDMA website.</li> <li>8. Organizing Mock Drills in hazard prone and vulnerable areas on district specific Disasters.</li> <li>9. Organizing capacity building programmes for community, officials including mason, PRI, Engineers, women, specially-abled persons, school teachers etc.</li> <li>10. Ensure that the areas in the district vulnerable to disasters are identified and measures for the prevention of disasters and the mitigation of its effects are undertaken by the departments of the Government at the district level as well as by the local authorities as per Section 30 of the DM Act 2005.</li> <li>11. Organize and coordinate specialized training programmes for different levels of officers, employees and voluntary rescue workers in the districts as per Section 30 of the DM Act 2005.</li> <li>12. Facilitative Community Training and Awareness programmes for prevention / mitigation of disaster with the support of local authorities governmental and non-governmental organization as per Section 30 of the DM Act 2005.</li> <li>13. Review Development Plans prepared by the Departments of the Government at the district level, statutory authorities or local authorities with a view to make necessary provisions therein for prevention disaster or mitigation as per Section 30 of the DM Act 2005.</li> <li>14. Review of HRVA profile of the districts, identification of gaps with proposed measures to mitigate the same.</li> <li>15. Organise, minute and prepare action taken reports of meetings of DDMA</li> </ol>
Compensation	Rs. 40,000/- p.m

**Note:**

1. The cut-off date for post qualification relevant experience & maximum age is the date of publication in the newspaper.
2. Last date for submission of applications is (one month from the date of publication)
3. Further details regarding other general conditions are available on the website