

Department of Disaster Management & Civil Defence
Government of West Bengal
NABANNA, 2nd floor
325, Sarat Chatterjee Road, Shibpur,
Howrah-711102
Phone No. (033) 2214 3526 FAX: (033) 2214 1378

Advertisement for appointment

No :842-RL/O/EOC/7M-27/2015 (Part – I)

Dated : 19.04.2017

Applications are invited from Indian nationals to be filled up by Disaster professionals at the state and two districts viz. 1.Darjeeling 2.Kolkata (KMC) for strengthening the SDMA and the DDMA's on contractual basis as follows:

At State Level				
Sl. No.	Name of the post	No. of post	Remuneration / month in Rs.	Maximum Age
1.	Disaster Management Specialist	01	Rs. 50,000/-	50 (Fifty) years
At District Level				
1.	Disaster Professional	01 (one) at each of the 02 (two) Districts	Rs. 40,000/- 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 wbmdm.gov.in 2. Candidates applying for more than one post should submit separate applications. 3. Candidates will have to produce the proof of 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 **22.05.2017 up to 17:30 hrs.**

Sd/-

Principal Secretary
DoDM&CD, West Bengal

Government of West Bengal
Department of Disaster Management and Civil defence
Nabanna 2nd Floor,
325 Sarat Chatterjee Road, Howrah – 711102
Phone: 033 – 2214 3526, Fax: 033 – 2214 1378
Email: wbdmeoc@gmail.com
Website: <http://wbdmd.gov.in>

No. 842 -RL/O/EOC/7M-27/2015 (Part-I)

Date: 19.04.2017

Organization: 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 two selected districts for strengthening the SDMA and the DDMA's, on contractual basis. This engagement can be extended subsequently depending on the directions of the NDMA and subsequently based on the performance.

State Level

<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"> • Prepare / review and up-dation of State Disaster Management Plan as per National Disaster Management Guidelines released by NDMA and Hazard Risk Vulnerability Analysis (HRVA) report of the state along with inclusion of emerging issues like gender sensitivity, Child centred and disability inclusive Disaster Risk Reduction (DRR), Livestock management etc. • Vetting and periodical review of Disaster Management Plans of key Departments of State Governments as per Section 18 & 40 of DM Act 2005. • Support SDMA/Dept of DM in enhancing sustainable disaster risk reduction initiatives in the state. • Develop guidelines and review of projects/programmes of state Government schemes from DRR perspective u/s 18 of the DM Act. • Facilitate mainstreaming of DRR activities in sector specific flagship state/ central sponsored programmes like <i>Sarba Sikhya Abhiyan</i> (SSA-Education for all), <i>National Health Mission</i> (NHM), <i>Nirmal Bharat Abhiyan</i> etc. • Build frameworks and mechanisms, and support development and implementation of state level initiatives/schemes for disaster
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	<p>prevention, mitigation and preparedness;</p> <ul style="list-style-type: none"> • 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; • Ensure the participation in disaster planning and management of all the stakeholders. • Establish a comprehensive information system that identifies and assesses the risks involved in disaster-prone areas and facilitate risk informed development. • Support in smooth functioning of State / District Control Rooms pre & during Disaster Response period. • Perform any other tasks given by the Principal Secretary, Disaster Management Department related to Disaster Management and DRR in the state. <p>Education and experience:</p> <ul style="list-style-type: none"> • Post-graduate in Management, Urban/ Rural Planning, Social Sciences, Disaster Management and/or relevant fields. • Candidates having completed Certificate courses from recognized Institutions/universities would be preferred. • At least 10 years' experience in the development sector having relevance to disaster management • Work experience in government/national and international agencies and civil society organization • Fluency in writing and in speaking English. Fluency in spoken Bengali.
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District Level

Names of the districts	1. Darjeeling 2.Kolkata (KMC)
No. of post of Disaster Professional	01 (one) at each district.
Qualification required:	<ol style="list-style-type: none"> 1. Master's Degree from a recognized university. 2. Fluency in writing and in speaking English. 3. Fluency in spoken Bengali 4. At least 3-5 years of experience in related fields of disaster management
Desirable qualification:	<ol style="list-style-type: none"> 1. Degree / Diploma in Disaster Management from a recognized university. 2. Working experience in Disaster prevention / mitigation / rescuer ability to work in multi-disciplinary environment.
Maximum Age	40 years
Indicative Outcomes /	1. Drawing up composite Action Plans for the District to be

<p>Deliverables expected from the professionals</p>	<p>approved by District Disaster Management Authority and State Executive Committee.</p> <ol style="list-style-type: none"> 2. Carrying out level 1 Hazard Risk Vulnerability Assessment (HRVA) of the district based on the risks and past disasters. 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. 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. 5. Ensure consultation with various stakeholders on variety of disaster management activities (NGOs, Corporate, Traders, elected representatives etc.) 6. Support in managing budget, work plan, implementation, monitoring, and evaluation of DRR activities. Help in drafting technical notes, letters, reports and other materials required by the district administration 7. Obtaining approval of SDMA for DDMP and uploading on SDMA / DDMA website. 8. Organizing Mock Drills in hazard prone and vulnerable areas on district specific Disasters. 9. Organizing capacity building programmes for community, officials including mason, PRI, Engineers, women, specially-abled persons, school teachers etc. 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. 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. 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. 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. 14. Explore possibility of mainstreaming of DRR activities in sector specific flagship state/ central sponsored programmes like <i>Sarba Sikhya Abhiyan</i> (SSA-Education for all), <i>National Health Mission</i> (NHM), <i>Nirmal Bharat Abhiyan</i> etc
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	<p>15. Support in smooth functioning of District Control Room pre & during Disaster Response period.</p> <p>16. Review of HRVA profile of the districts, identification of gaps with proposed measures to mitigate the same.</p> <p>17. Organise, minute and prepare action taken reports of meetings of DDMA.</p>
Compensation	Rs. 40,000/- per month.

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 22.05.2017 (one month from the date of publication).
3. Further details regarding other general conditions are available on the website
