

Deputy Commissioner and Chairman of District Disaster Management Authority

Tel :

E-mail-

**Term of Reference (ToR) for hiring of Disaster Professional on contractual basis for strengthening District Disaster Management Authorities (DDMA) under the Other Disaster Management Project (ODMP) Scheme.**

Location: Chikkaballapura  
Reporting to: Deputy Commissioner

**Background:**

National Disaster Management Authority (NDMA) has formulated a New Centrally Sponsored Scheme - "Strengthening of State Disaster Management Authority (SDMA) and District Disaster Management Authority." The objective of the scheme is to improve the effectiveness of DDMA's by providing finances for dedicated human resources to be hired by DDMA's to carry out activities for prevention, mitigation, preparedness and capacity building for Disaster Management. The project envisages to minimize risk and vulnerabilities to natural and man-made hazards in the districts.

**Overview of the position**

The Disaster Professional will assist Deputy Commissioner and other members of District Disaster Management Authority in taking up measures for the prevention, mitigation, preparedness and capacity building to deal with natural and manmade disasters. The Disaster Professional will coordinate with all stakeholders to strengthen community resilience against disasters by implementing Disaster Risk Reduction strategies formulated by NDMA and SDMA.

**Roles and Responsibility:**

- 1) To strengthen District Disaster Management Authority and to ensure DDMA meetings are held every quarterly.
- 2) Carrying out Hazard Risk Vulnerability Assessment (HRVA) for the District.
- 3) Assist the district authorities in preparing and updating District Disaster Management Plan based on HRVA.
- 4) To prepare off-site emergency management plan for all Major Accident Hazard Industries (MAH) and integrate the same in DDMP.
- 5) Documentation of events/activities.
- 6) To ensure Indian Disaster Resource Network (IDRN) is constantly updated.
- 7) To implement District Risk Reduction activities/programmes as formulated by SDMA/NDMA.

- 8) Organizing of Mock Drill and IEC activities in Hazard prone and vulnerable area for district specific Disasters.
- 9) Establish mechanisms and Integrated Institutional capacity to give effect to the responsibilities vested in the DDMA in terms Section 30 of the DM Act, 2005.
- 10) Facilitate community training and Awareness programmes for prevention /mitigation of disaster with the support of local authorities, government and non-government organization Assist district authority in mitigation.
- 11) To assist coastal district administration in implementing National Cyclone Risk Mitigation Project.
- 12) To be responsible for any other related task/tasks assigned by the Deputy Commissioner.

**Qualification:**

- The Disaster Professional should have a post graduate degree in Science/Social Science/Rural Development/Environmental Science//Management from an UGC recognized University.
- 3-5 years of relevant work experience in any aspect of Disaster Management. Preference will be given to candidates with relevant experience in Disaster Management.
- The professional shall have knowledge of DDMP (District Disaster Management Plan) and Indian Disaster Resource Network (IDRN).
- The professional shall be well versed with DM Act, 2005 and National Disaster Management Guidelines (NDMA) on different disasters.
- The candidate should possess strong communication and presentation skills and shall be proficient in Kannada and English languages.
- The candidate should have sound working knowledge of MS Office and internet applications.

**Remuneration:** Rs.48,400/- per month plus outstation travel conveyance allowance as per Government norms.

**Terms of Appointment:**

- Appointment is purely on contract basis.
- The individual will report to the Deputy Commissioner and work in close coordination with other members District Disaster Management Authorities.

- The selected candidate will be located at the office of Deputy Commissioner.
- In the event of information given in the Application form or any other documents is found to be false information/incorrect documents, even after joining, their services are liable to be terminated.
- Principal Secretary, Revenue Department, Government of Karnataka and Deputy Commissioner, reserves the right to recruit or not to recruit against any position advertised.

**Expression of Interest:**

- Interested candidates will submit their expression of interest herewith to Deputy Commissioner, Chikkaballapura address of the office, through Online.
- Self-attested copies of education and experience certificates, other relevant documents should be submitted along with latest CV and the originals should be produced for verification at the time of interview.
- Application received after the last date will be summarily rejected.
- For any Queries, Contact to phone number 08156-277001.

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**Please Note:** Candidates trying to use influence or unfair means or those not having necessary qualification at the time of application or those giving wrong information are liable for action under extant rules.