

Vacancy Announcement
Walk-in-Interview

The Authority announces walk-in-interview for the following position on contractual basis:-

- 1. Project Officer** (Human Resource Development, Capacity Building and Training) (One Post - Unreserved)

Selection Process:-

Walk-in-interview would be conducted **on 04-08-2016**. Reporting time for the interview is 10:00 A.M to 12:00 Noon, on 2nd floor at the given address. Candidature for interview will not be accepted after 12:00 Noon. The Candidates must bring NOC & notification of the post held in case of serving and last post held in case of retired. Please also bring two Photographs along with handwritten/typed application for the post. For details about the above position, TORs and application format, please Visit our website: www.bsdma.org/career.aspx

sd/-

Secretary

Bihar State Disaster Management Authority

GOVERNMENT OF BIHAR
BIHAR STATE DISASTER MANAGEMENT AUTHORITY
(DISASTER MANAGEMENT DEPTT.)
2nd Floor, Pant Bhawan, Patna -800001

Vacancy Announcement

Walk-in Interview

Bihar State Disaster Management Authority announces Walk-in Interview for the following position on contractual basis:

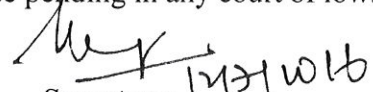
Selection Process:- Walk-in-interview would be conducted on **04.08.2016** Reporting time for the interview is **10.00 AM to 12.00 Noon** on 2nd floor at the given address. Please also bring two photographs along with hand written/ typed application for the post. Educational qualifications, experience and expectations required for the following post are given in the table below.

For descriptions, detailed terms and conditions about the below position & download application format, please visit: career column-www.bsDMA.org.

Sl. No.	Name of Position	Education Qualification/Experience	Emolument
1	Project Officer (HRD, CB & Training)	Education Qualification: Master's Degree in relevant field: Engg/ Earth Sciences/ Agriculture/ Natural Sciences/ Social Sciences/ Disaster Management. Working Experience:- Minimum 5 years of experience in relevant field; Experience in Armed forces/paramilitary forces/ General Administration/ State Police/ Fire Services etc. will be an additional value.	Rs. 60,000/- (Rupees Sixty Thousand)

General Conditions:-

- The positions are purely on contractual basis initially for **three years** and can be extended on satisfactory performance.
- Candidates will have to produce the proof of details furnished in their application, in original at the time of interview, if called.
- Only India Nationals need apply.
- Canvassing in any form will be a disqualification.
- 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 facts, his/her candidature will be rejected or his/her employment will be terminated.
- Persons working in Government/Public Sectors Undertakings/Autonomous Organizations should submit their applications through proper channel.
- Candidates should be well versed with working on the computer including internet, MS Office applications (Word, Excel, Power Point etc.)
- Maximum Age limit in case of retired persons will be 62 years.
- The selected persons will enter into an agreement in a prescribed format with the Authority.
- In case of Retired Govt. Servant there should not be any vigilance case or any pending Department at proceeding or any criminal case pending in any court of law.


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1. **Post title:** Project Officer- Human Resources Development, Capacity Building and Training. (One post- Unreserved)

Organisation: Bihar State Disaster Management Authority (BSDMA).

Duty Station: BSDMA, Patna.

Duration: 3 (Three) years initially.

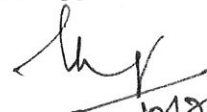
Job Description:

- Development and execution of Human Resource Development plan for the state and district authorities for smooth functioning their roles and responsibilities, as per the DM act.
- Provide technical resource inputs in activities such as training needs assessment, capacity assessment, and training institutional assessment.
- Support the Authority in developing strategy for training & capacity building based on TNA recommendation / output.
- Carry out training design and training material development for specific capacity building programs of State and District Authorities. Support the Authority in developing training modules/ packages/curricula for functionaries of various departments.
- Establishing M&E system for capacity-building activities and support the state in ensuring quality of training programmes.
- Facilitate SDMA in organizing and conducting training and capacity building programmes for key personnel (DDMAs, PRIs, Revenue Officials, Nodal officers from key departments, Civil Society Organisations etc.) at different levels for effective Disaster Mitigation and Disaster Risk Reduction.
- Conduct research/ case studies on various topics/ areas for Capacity Building and Training needed for strategy development in DRR.
- Guide training institutions in standardizing training programs.
- Assist in enhancing the SDMA training outreach through development of new programs and assist in resource mobilization.
- Assist promoting partnerships with partner training institutions and universities.
- Coordinate training events at State and District level.
- Training budget management and reporting.
- Other duties and responsibilities as assigned by the BSDMA.

Knowledge & Competencies:

- Knowledge on different learning methodology and tools& capacity building experience within the public sector, including experience in areas such as capacity assessment, curricula development, course organization, training, and training impact evaluations.

- Understanding of the principles underpinning capacity building and Human Resource Development in the context of Bihar and Disaster Management and understanding of Knowledge Management methodologies.
- Proven ability to develop manuals and guidelines to institutionalize best practices in capacity building.
- Understanding of national guidelines /strategies on training & capacity building across Disaster Management.
- Project management skills and/or experience including proven ability to effectively adjust plans to rapidly changing circumstances.
- Ability to operate and lead under pressure and in adverse situations.
- Experience of cross-cultural working environment.
- Demonstrating ability to organize and facilitate stakeholder and focus group meetings and capacity to work with government.
- Excellent computer/IT Skills and proficiency in MS Office applications (Word, Excel, Power Point etc.), Internet, Web applications etc.


Secretary 27/8/2016

↳ Bihar State Disaster Management Authority

**Bihar State Disaster Management Authority
Application form for Vacancies**

Name of the applicant

Affix recent passport
size self-attested
photograph

1. Name of the position applied for

2. Full Name:

3. EDUCATIONAL QUALIFICATIONS:

Institution	Degree(s) or Diploma(s) obtained (starting from latest degree)	Specializations/ Subjects	Year	Division

4. PROFESSIONAL QUALIFICATIONS:

5. TRAININGS / WORKSHOP ATTENDED :

Name	Place/Organization	Date

6. ACHIEVEMENTS

7. PUBLICATIONS / PAPERS PRESENTED:

**Bihar State Disaster Management Authority
Application form for Vacancies**

8. EMPLOYMENT RECORD

TOTAL EXPERIENCE (in Yrs):

Please provide details of all positions held - starting with your present employment and going back to the first - in the space below:

DURATION (YEAR – YEAR)	ORGANIZATION	DESIGNATION	RESPONSIBILITIES HANDLED

9. Three reference from supervisors of the last three previous organisations (whichever is applicable) with their names, position, E-mail, Basic phone no. and Mobile no.

10. LANGUAGE PROFICIENCY: (Rating (1-5): EXCELLENT-1/ BASIC-5)

Language	Reading	Speaking	Writing

11. PERSONAL DETAILS

Date of birth:

Present Address/ Correspondence Address:

Permanent Address:

Email Id:

Mobile:/Phone (with area code):

Marital Status:

**Bihar State Disaster Management Authority
Application form for Vacancies**

12. CERTIFICATION:

I, the undersigned, certify that to the best of my knowledge and belief, this information sheet correctly describes me, my qualifications, and my experience.

Signature(scanned)

Full Name

Date

Place