

**National Disaster Management Authority  
Government of India**

**Positions: Short Term Lead Consultant (Engineering Specialist in Disaster Management)  
(Short Term-for the period of 03 months and 29 days)**

**1. Background**

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, 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.

Disasters, whether natural or man-made, pose significant challenges to public health, including the spread of diseases, injuries, and the disruption of healthcare systems. Public health issues affect the disaster-affected communities in multiple ways, disrupting their lives and livelihoods. Women, children, and elderly are seriously affected, necessitating prompt health and medical interventions. NDMA needs to work with the State governments in providing specialized guidance and support in planning and implementing public health interventions in disaster-affected areas.

The consultant will be engaged to provide expertise and support in the development, implementation, and evaluation of psycho-social interventions in the aftermath of a disaster. This role aims to address the mental and emotional well-being of affected individuals and communities.

**2. Job Description**

Working within the Mitigation Division, the Short Term Lead Consultant will assist the Member and Advisor, Mitigation in developing various programmes and technical assistance related to Civil Engineering aspects in Disaster Management.

The primary objective of the consultant will be to contribute to the development and implementation of comprehensive Civil Engineering interventions tailored to the specific needs of communities and households affected by disasters. The Lead consultant will work closely with relevant stakeholders to ensure the delivery of timely and evidence-based Civil Engineering services that promote safe and sustainable living, hazard mitigation and effective emergency response.

He/ She should possess wide ranging knowledge and experience of all the Civil Engineering aspects in addition to knowledge of various attributes of Disaster Mitigation. He/ She should have familiarity with international guidelines and frameworks for Disaster Mitigation in emergencies.

He/ She should have demonstrated ability to conduct assessments, develop intervention plans and evaluate program outcomes. He/ She should have well versed with the National and International codes and Good Engineering practices etc.

**3. Position (in numbers): 1**

**4. Key Tasks and Responsibilities**

Short Term Lead Consultant will work under the overall supervision of the concerned Member/ JS / Advisor, NDMA. The Lead consultant's responsibilities will include but are not limited to:

- a. Assessing Needs: Conducting an initial assessment of the needs of affected individuals and communities due to any disaster. Identifying vulnerable groups, high-risk populations, and specific needs with respect to Civil Engineering considerations.
- b. Design and Planning of Civil Engineering Interventions.
- c. Collaborating with SDMAs, DDMA's, and respective subject professionals to develop context-specific interventions. Ensuring the interventions are aligned with international standards and best practices in sustainability disaster management.
- d. Capacity Building and Training: Providing training and capacity-building support to State governments and district administration on Disaster management principles, methodologies and safe living strategies. Facilitating workshops and knowledge-sharing sessions to enhance the understanding and skills of trainers and counsellors involved in providing Disaster management services.
- e. Implementation and Monitoring: Supporting the implementation of Civil Engineering interventions, including facilitating group sessions, Monitoring the progress and quality of various programmes and interventions, ensuring adherence to established standards, relevant codes, protocols and ethical guidelines. Collecting and analysing data to assess the effectiveness of interventions and identify areas for improvement.
- f. Collaboration and Coordination: Liaising with relevant stakeholders, including government agencies, non-governmental organizations, and community leaders, to foster collaboration and coordination in streamlining the smooth Disaster mitigation services. Participating in coordination meetings, working groups, and other forums to share knowledge, experiences, and lessons learned.

**Deliverables:**

The Short Term Lead consultant will be responsible for delivering the following: -

- a. An initial Disaster Mitigation needs assessment report, including recommendations for interventions.
- b. A comprehensive Civil Engineering intervention programme, outlining objectives, strategies, and activities.
- c. Training materials, guidelines, and tools for capacity building initiatives.
- d. Regular progress reports on implementation activities and outcomes.

- e. Help in preparation of Information Education and Communication material on disasters and hazard specific DO's and Don'ts
- f. Documents in the form of guidelines action plans and Sop's.
- g. Based on these guidelines, Project/Reports/DPRs on the Civil Engineering related projects. Review of the technical documents submitted by the States for their respective area of expertise, ensure quality, and guide the States wherever necessary.
- h. Supervision of the implementation of the Civil Engineering projects promoted by NDMA.
- i. Evaluation of DPRs related to disaster mitigation and structural retrofitting works for various buildings and infrastructures.
- j. Training modules on Safe and Sustainable Engineering practices for States and Districts authorities, working professionals, community and relevant stake holders.

**5. Duty station:** New Delhi, India

The Short Term Lead consultant will be based at NDMA, New Delhi and is required to travel to field locations, as necessary, to support intervention implementation and monitoring.

**6. Status (Full time/Part Time/Short term or Long-term):** Full Time Short-Term. It is a full time engagement and Consultant shall not take up any other assignment during the period of consultancy with NDMA.

**7. Competencies and Skills required:**

- a. Promoting the vision of NDMA
- b. Strengthening technical expertise
- c. Formulating concepts and strategies
- d. Managing resources
- e. Ability to work in a team situation and engage with diverse stakeholders
- f. Inter-personal and communication skills
- g. Proactive engagement and dialogue
- h. Strategic advice and communication
- i. Excellent communication, coordination and training facilitation skills
- j. Fluency in English and Hindi
- k. Proficiency in making presentations

**8. Language proficiency:** Fluency in written and spoken English is required for this position.

**9. Educational Qualifications (Essential/Desirable):**

- Essential Qualifications: Degree in Civil Engineering or related subject from a recognized University.
- Desirable Qualifications: Ph.D./ Research Qualification in a related subject.

10. **Age, Experience, Salary:** These would be as shown below and as updated in Recruitment Handbook of NDMA from time to time.

Position	Post qualification Experience*	Upper Age Limit	Remuneration Band (in Rs.) **
Lead Consultant	Minimum 10 years	62 years	2,00,000– 2,50,000

\* Please refer to para 11 (Experience) below.

\*\*The annual increase is given on satisfactory performance. For outstanding performance, a two-step (each step is Rs 5000) increase may be given to the Lead consultant. In any case the remuneration of a Lead Consultant will not increase beyond the highest range of the corresponding remuneration band. In such cases the remuneration of the Lead Consultant will remain stagnant.

\*\*\* Retired government officials with matching education and experience, with maximum age of 64 years and who have held a position with grade pay of INR 8,700/ or more may also apply. Retired Govt. employees engaged as a Consultant shall be regulated as per MoF, DoE OM No. 3-25/2020-E.III.A dated 09/ 12/2020.

\*\*\*\* Remuneration, Allowances, Leave entitlements, Maximum term of appointments in respect of retire Central Government employees engaged as Consultant on Contract basis in NDMA shall be regulated as per provisions laid down in MoF, DoE OM No. 3-25/2020,E.III.A Dated 09/12/2020.

\*\*\*\*\* Remuneration, Allowances, leave entitlements, Maximum term of appointments in respect of retired state Government employees will be same as the retired Central Government employees are entitled to when engaged as Consultants on Contract basis in NDMA.

\*\*\*\* The Selection Committee shall fix the consolidated remuneration for the offered position in the remuneration band based on the education, experience, remuneration being already drawn/ last pay drawn and other relevant factors. The remuneration will be consolidated and inclusive of all applicable taxes and no other allowance shall be provided.

#### 11. Area of Experience:

- Experience of at least 5 years of work experience in disaster risk management, developmental projects, disaster response/recovery, or similar area.  
(Duration of research work (PhD, Post Doctoral) will be counted in work experience, either actual duration or 5 years, whichever is less.)

- Candidates should have proven writing skills in English, as the position requires dealing with national and state agencies regarding disaster risk reduction and related aspects. Expertise in data analysis tools, additionally, candidates should have proficiency in design software such as AutoCAD, Sketchup, STAAD etc.

**12. Reporting Mechanism:**The Short Term Lead Consultant will work under the direct supervision of concerned subject Member / JS (Division Head) of NDMA.

**13. Support/inputs to be provided by NDMA to facilitate Consultancy:**During the consultancy no additional support other than office equipment i.e. Desktop, Printers, Internet etc. may be provided by NDMA. However, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.

**14. Special remarks, such as travel, etc.:**For all official tours, visit of Short Term Lead Consultant, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.

**15. Termination of Contract:** The 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 for termination of the contract upon giving one month's notice to NDMA.



**National Disaster Management Authority  
Government of India**

**Positions: Short Term Senior Consultant (IT & Network Manager) in Mitigation Division  
(Short Term-for the period of 03 months and 29 days)**

**1. Background**

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, 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.

NDMA seeks a Sr consultant specializing in IT & Network Manager support in IT field. The Sr consultant will be engaged to provide expertise and assistance in the development, implementation, and evaluation of various Dashboard, MIS and enhance support in Networking, Cyber Security.

**2. Job Description**

The primary objective of the consultant will be that He/she will be responsible for developing, maintenance and upkeep of IT and Network infrastructure, especially cloud based IT systems including dashboard and web portals. Synthesize the information and derive trends/critical areas of concern and suggest strategies for improving the system.

**3. Position (in numbers): 1**

**4. Key Tasks and Responsibilities**

1. Responsible for developing, maintenance and upkeep of IT and communication infrastructure, especially cloud based IT systems.
2. Synthesize the information and derive trends/critical areas of concern and suggest strategies for improving the system.
3. Coordinate with all the agencies for timely input of data into the MIS, generating the necessary progress and information.
4. Develop web applications/Mobile Apps etc for Project Management and its implementation.
5. Provide training including hands on training on the new application developed as well as existing applications.
6. Proper upkeep of the applications developed Including upgrading the applications already implemented, if required.
7. Preparation of Test plans and also post implementation reports/reviews.

8. Establish system to monitor the operational efficiency of existing application systems and provide (or arrange for) proactive implementation and maintenance.
9. Build secure and robust systems that adhere to the security standards Ensure safety & security audit on time as per the prescribed procedure.
10. Effective deployment and functioning of solutions/app/web application developed.
11. Synthesize the information and derive trends/critical areas of concern and suggest strategies for improving the system
12. Ensure Maximum Uptime and Downtime by Liaison with NIC and also by ensuring that any bugs/inconsistent in the systems are corrected immediately.
13. Documentation and sharing procedures of all application implemented.
14. Online monitoring of the Project application and its maintenance.
15. Shall diligently perform/implement/execute other works assigned time to time.

**Deliverables: -**

The Short Term Sr consultant will be responsible for delivering the following: -

- Development of various Web application (Mitigation Portal) under Mitigation.
- Regular progress reports on implementation activities and outcomes.
- Implementation of safe & secure IT Network infrastructure.
- To perform time to time cyber security audit of the developed system.
- Designing/developing reporting formats as required by the Authorities.

**5. Duty station:** New Delhi, India

The Short Term Sr consultant will be based at NDMA, New Delhi and is required to travel to field locations, as necessary, to support intervention implementation and monitoring.

**6. Status (Full time/Part Time/Short term):** Full Time Short Term. It is a full-time engagement and Consultant shall not take up any other assignment during the period of consultancy with NDMA.

**7. Competencies and Skills required:**

- Strengthening technical expertise
- Formulating concepts and strategies
- Managing resources
- Ability to work in a team situation and engage with diverse stakeholders
- Inter-personal and communication skills
- Proactive engagement and dialogue
- Strategic advice and communication
- Fluency in English and Hindi

**8. Language proficiency:** Fluency in written and spoken English is required for this position.

**9. Educational Qualifications (Essential/Desirable):**



• Essential Qualifications:

Masters Degree in Computer Science or Information Technology or MCA from a recognized university

**10. Age, Experience, Salary:** These would be as shown below and as updated in Recruitment Handbook of NDMA from time to time.

Position	Post qualification Experience*	Upper Age Limit	Remuneration Band (in Rs.) **
Sr. Consultant	Minimum 5 years	50 years	1,25,000 – 1,75,000

\* pl refer to para 11 (Experience) below.

\*\*The annual increase is given on satisfactory performance. For outstanding performance, a two-step (each step is Rs 5000) increase may be given to the Sr consultant. In any case the remuneration of a Sr Consultant will not increase beyond the highest range of the corresponding remuneration band. In such cases the remuneration of the Sr Consultant will remain stagnant.

\*\*\* Retired government officials with matching education and experience, with maximum age of **62 years** and who have held a position with grade pay of INR 7,600/ or more may also apply. Retired Govt. employees engaged as a Consultant shall be regulated as per MoF, DoE OM No. 3-25/2020-E.III.A dated 09/ 12/2020.

\*\*\*\* Remuneration, Allowances, Leave entitlements, Maximum term of appointments in respect of retire Central Government employees engaged as Consultant on Contact basis in NDMA shall be regulated as per provisions laid down in MoF, DoE OM No. 3-25/2020,E.III.A Dated 09/12/2020.

\*\*\*\*\* Remuneration, Allowances, leave entitlements, Maximum term of appointments in respect of retired state Government employees will be same as the retired Central Government employees are entitled to when engaged as Consultants on Contract basis in NDMA.

\*\*\*\*\* The Selection Committee shall fix the consolidated remuneration for the offered position in the remuneration band based on the education, experience, remuneration being already drawn/ last pay drawn and other relevant factors. The remuneration will be consolidated and inclusive of all applicable taxes and no other allowance shall be provided.

**11. Area of Experience:**

Experience of at least five to ten years in area of information technology applications, portal development

**12. Reporting Mechanism:** The Short Term Sr Consultant will work under the direct supervision of concerned subject Member / JS (Division Head) of NDMA.

**13. Support/inputs to be provided by NDMA to facilitate Consultancy:** During the consultancy no additional support other than office equipment i.e. Desktop, Printers, Internet etc. may be provided by NDMA. However, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.

**14. Special remarks, such as travel, etc.:** For all official tours, visit of the Consultant, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.

**15. Termination of Contract:** The 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 for termination of the contract upon giving one month's notice to NDMA.

**National Disaster Management Authority  
Government of India**

**Positions: Short Term Senior Consultant (Financial Management) in Mitigation Division  
(Short Term –for the period of 03 months and 29 days)**

**1. Background**

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, 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.

NDMA needs to work with the State governments in providing specialized guidance and support in planning and implementing Insurance interventions to manage the disaster-risk. NDMA seeks a Sr consultant specializing in Financial Management & Disaster Risk Financing for disaster management. The Sr consultant will be engaged to provide expertise and assistance in the financial management of SFC/EFC funded Projects and Insurance interventions of NDMA. This role aims to address the Financial Management of Projects and Disaster risk financing needs and Alternative source of financing for Disaster Management.

The consultant will be engaged to provide expertise and support in the development, implementation, and evaluation of Insurance interventions to mitigate disaster risk losses. This role aims to address the financial gaps between Average Annual losses and available sources of funds for early recovery and reconstruction.

**2. Job Description**

Working within the Mitigation Division, the Short Term Sr Consultant will assist the Member and Advisor, Mitigation in developing various programmes and technical assistance related to Financial Management and Insurance Interventions Support in Disaster Management.

The primary objective of the Short Term Sr consultant will be to contribute to the development and implementation of financial management of Insurance interventions to cope with disaster losses in the country. The consultant will work closely with relevant stakeholders to ensure the delivery of feasible DRF strategy to SDMA.

He/She should possess in addition to knowledge of Financial Management, Disaster Risk financing Analytics in Insurance. He/She should have familiarity with insurance pools and bonds used for disaster risk in international markets. He/She should have demonstrated ability to conduct assessments, and insurance outcomes. He/She should have well aware of the recommendations of the Finance commissions on the Insurance in Disaster etc.

**3. Position (in numbers): 1**

**4. Key Tasks and Responsibilities**

Sr Consultant will work under the overall supervision of the concerned Member/ JS / Advisor, NDMA and the consultant's responsibilities will include but are not limited to:

- a. Financial Management: Works related to Formulation of Annual Budget Proposal and Revised Budgets, Sanctions, IUFR, Audit reports and settlement of Audit paras
- b. Collaboration and Coordination: Liaising with relevant stakeholders, including government agencies, non-governmental organizations, and Development Banks, to foster collaboration and coordination in the implementing Financial Strategy and selection of feasible Insurance Products.

**Deliverables:**

The Sr consultant will be responsible for delivering the following: -

- Comments on deliverables for studies on Insurances.
- Regular progress reports on implementation activities and outcomes.
- Help in preparation of SFC documents for disaster/Insurance Projects.
- Conducting meeting trainings/ workshop on insurance interventions
- Supervision and implementation of the outcomes of the studies conducted by NDMA.
- Assist in contract Management and payment matters of deliverables for Insurance studies.

**5. Duty station: New Delhi, India**

The Sr consultant will be based at NDMA, New Delhi and is required to travel to field locations, as necessary, to support intervention implementation and monitoring.

**6. Status (Full time/Part Time/Short term or Long-term):** Full Time Short Term. It is a full time engagement and Consultant shall not take up any other assignment during the period of consultancy with NDMA.

**7. Competencies and Skills required:**

- Promoting the vision of NDMA
- Strengthening technical expertise
- Formulating concepts and strategies
- Managing resources
- Cross-cultural sensitivity and ability to work effectively with diverse populations.
- Inter-personal and communication skills
- Proactive engagement and dialogue
- Strategic advice and communication
- Excellent facilitation, training, and communication skills.
- Fluency in English and Hindi (written and spoken).
- High order skills in operating spreadsheets and databases
- Skilled in making presentations

**8. Language proficiency:** Fluency in written and spoken English is required for this position.

**9. Educational Qualifications (Essential/Desirable):**

- Essential Qualifications: Essential Qualifications: MBA or Master's degree in Finance or a related subject from a recognized University.
- Desirable Qualifications: PHD in concerned subject and Prior experience of working with Financial and Insurance Products for Disaster Management

**10. Age, Experience, Salary:** These would be as shown below and as updated in Recruitment Handbook of NDMA from time to time.

Position	Post qualification Experience*	Upper Age Limit	Remuneration Band (in Rs.) **
Sr. Consultant	Minimum 5 years	50 years	125,000– 1,75,000

\* pl refer to para 11 (Experience) below.

\*\*The annual increase is given on satisfactory performance. For outstanding performance, a two-step (each step is Rs 5000) increase may be given to the consultant. In any case the remuneration of a Consultant will not increase beyond the highest range of the corresponding remuneration band. In such cases the remuneration of the Consultant will remain stagnant.

\*\*\* Retired government officials with matching education and experience, with maximum age of 62 years and who have held a position with grade pay of INR 7,600/ or more may

also apply. Retired Govt. employees engaged as a Consultant shall be regulated as per MoF, DoE OM No. 3-25/2020-E.III.A dated 09/12/2020.

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**11. Area of Experience:**

Experience of at least five years in financial management, Insurance Products for disaster management, or similar area.

[Duration of researchwork (PhD, Post Doctoral) will be counted in work experience, either actual duration or 5 years, whichever is less]

**12. Reporting Mechanism:** The Consultant will work under the direct supervision of concerned subject Member / JS (Division Head) of NDMA.

**13. Support/inputs to be provided by NDMA to facilitate Consultancy:** During the consultancy no additional support other than office equipment i.e. Desktop, Printers, Internet etc. may be provided by NDMA. However, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.

**14. Special remarks, such as travel, etc.:** For all official tours, visit of Consultant, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.

**15. Termination of Contract:** The 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 for termination of the contract upon giving one month's notice to NDMA.