NATIONAL DISASTER MANAGEMENT AUTHORITY
Ministry of Home Affairs, Government of India
NATIONAL CYCLONE RISK MITIGATION PROJECT (NCRMP)
A-Wing, Second Floor, Lok Nayak Bhawan, Khan Market,
New Delhi-110003
Telephone No. 011-24603781

Advertisement No. 1-11/2012-PMU

National Disaster Management Authority (NDMA) is implementing the National Cyclone Risk Mitigation Project (NCRMP) with assistance from the World Bank in coordination with the States of Andhra Pradesh and Orissa and National Institute of Disaster Management, New Delhi.

NDMA has set up the Project Management Unit (PMU) NCRMP in New Delhi. NDMA invites applications from eligible persons for the following posts to be filled up on contract basis. The contract will be initially for a period of two years and may be extended with mutual consent based on need and performance. Educational qualifications, experience and expectations, remuneration etc. for these positions are given in the table below.

S.No	Job Titile.	Remuneration	Educational Qualification	Expectations
1.	Procurement Specialist.	Rs.50,000 p.m. (consolidated)	i) Should possess a Bachelor degree in Engineering with Post Graduate Diploma/Degree in construction/contract management or related field. ii) Should have at least five years of hands on experience in the procurement processes of developmental projects; Expected to have expertise in the areas of (a) procurement procedures involved in externally aided projects especially World Bank; (b) familiarity and experience in working with implementing agencies at the state and below state levels; (c) knowledge of administrative and tender procedures in Government departments; (d) working knowledge of basic office software packages is essential.	Shall be responsible for processing the procurement cases of NCRMP and to ensure that all the procurements done under the project are as per procedures of the World Bank and that adequate systems have been established at the PMU and the PIUs.
2.	MIS Specialist.	Rs. 50,000 p.m. (consolidated).	i)Should possess B. Tech from a recognised university in Information Technology ii) Should have at least five years experience in IT/Computer/Software Industry.	Expected to undertake on-line monitoring of the project along with maintenance and upkeep of NCRMP

			Preference will be given for experience in externally aided projects especially of World Bank. Expected to have familiarity and experience in working with Central/State Governments/Public Sector Undertakings etc.	website. Shall oversee delivery of responsibilities of IT Specialists for effective deployment and functioning of MIS; co-ordinate with all the agencies for timely input of data into the MIS, generating the necessary progress and information tracking reports, as may be required; synthesize the information and derive trends/critical areas of concern and highlight to the management; based on experiences of using the MIS, suggest strategies for improving the system as approved by the PMU.
3.	**IT & Network Manager.**	Rs. 40,000 p.m.	i) Should possess Master`s degree in Computer Application or Post Graduate Diploma in Computers; ii) Should have at least two years experience in IT/Computer/Network Industry. Preference will be given to experience in working with Central/State/Public Sector Undertakings etc. Expected to assist the MIS Specialist on the task to be performed by him for on-line monitoring of the project and maintenance and upkeep of NCRMP website.	Shall be responsible for maintenance & upkeep of IT and Communication infrastructure at PMU.

Applications for the above posts may be addressed to the Project Director, National Cyclone Risk Mitigation Project, National Disaster Management Authority, Government of India, A-Wing, Second Floor, Lok Nayak Bhawan, Near Khan Market, New Delhi-110003 and Submitted within 30 days from the date of publication of this advertisement. Performa for application is attached.

Performa for application

01. Advertisement No. and title of Post applied for.
02. Name (in Block letters)
03. Date of Birth (Christian Era)
04. Nationality
05. Father`s/Spouse`s name
06. Address for correspondence (with Tel./Mob. No. and e-mail ID address).
07. Permanent Address:
08. Qualifications.
    a)Educational qualification.

S.No.	Course/Degree	Subject(s)	University/Institute.	Year of passing.	Division.

    b) Professional qualification.
09. Total experience directly relevant to the post applied (in months)
10. Total employment experience and details (in months) indicating the nature of duties and responsibilities.

S.No.	Organisation/Institute.	Period From to	Nature of work.	Remarks.

11. If selected, minimum time required to join the post
12. Any other information

Declaration: I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to wilfully conceal or misrepresent the facts, my candidature may summarily be rejected or employment terminated.

(Signature of the applicant)