

Duties and Responsibilities of staff of KSEOC & Office of KSDMA



Kerala State Disaster Management Authority

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Annexure – 1 - Sanctioned staff for SDMA and SEOC – updated on 10-4-2023

Sl. No	Designation	Number of Posts	Filled	Vacant	Status
Office of KSDMA					
1	Commissioner, Disaster Management (CMD)	1	1	0	Ex-cadre (AIS); Additional Charge
2	Member Secretary, KSDMA & Head, SEOC (MS, KSDMA & H, SEOC)	1	1	0	Permanently Sanctioned; (UGC); Filled permanently
3	Senior Finance Officer (SFO)	1	1	0	Additional Charge
4	Finance Manager (FM)	1	0	1	Contract; Qualification fixation pending in Govt.
5	Chief Manager (CM)	1	0	1	Permanently Sanctioned (Contract/Deputation); Vacant
6	Administrative Manager (AM)	1	1	0	Permanently Sanctioned (Contract/Deputation); Filled on deputation
7	Office Manager, SDMA (OM SDMA)	1	1	0	Permanently Sanctioned (Contract/Deputation); Filled on deputation
8	Accountant (ACC)	2	2	0	Filled
9	Multi-Tasking Officers (MTO)	3	3	0	Contract
10	Office Attendant (OA)	1	1	0	Permanently Sanctioned (Contract/Deputation); Filled on contract
11	Drivers (DRV)	2	2	0	Daily wages; Filled (1 on daily wage & 1 on contract)
	Total	15	13	2	
Kerala State Emergency Operations Centre (KSEOC)					
KSEOC - Fusion Centre					
1	Hazard and Risk Analyst (HRA)	1	1	0	Permanently Sanctioned (Contract/Deputation)

2	Hazard Analysts, SEOC (HA)	10	5	5	Contract
3	Meteorologists (MET)	3	3	0	Contract
4	Safety Engineer (SE)	1	1	0	Contract
5	Multi-Tasking Officers (Alerts) (MTO Al)	3	2	1	Approved by SEC; Recruited through Kudumbashree
KSEOC - Capacity Building and Projects					
6	State Project Officer (SPO)	1	0	1	Contract
7	Social Capacity Building Specialist (SCBS)	1	1	0	Contract
KSEOC - IT & Communication					
8	Communication Engineer (CE)	1	1	0	Contract
9	System Administrator (SA)	1	0	1	Category Fixation pending in Government
10	Field Assistants (Electrical 1; Electronics 1) (FA)	2	1	1	Contract
KSEOC - Planning					
11	Environment Planner (EP)	1	0	1	Contract
12	Research Associate (RA)	1	0	1	Category Fixation pending in Government
KSEOC - Admin					
13	Office Manager, SEOC (OM)	1	1	0	Working Arrangement
14	Multi-Tasking Officer (Admin) (MTO Admin)	2	2	0	Contract
15	Office Attendant (OA)	1	1	0	Contract
16	Drivers (1 each for 12 hours) (DRV)	2	2	0	Daily wages
District Disaster Management Authorities					
17	Hazard Analysts (1 each/district)	14	8	6	Contract
	Total	46	29	17	
GO (Rt) No. 19/2019/DMD dated 10-1-2019, GO (Rt) No. 442/2019/DMD dated 25-7-2019, GO (Rt) No. 64/2020/DMD dated 8-1-2020					

Human Resource Augmentation through Rebuild Kerala Development Programme

Sl. No	Designation	Number of Posts	Filled	Vacant	Status
GO (Rt) No. 36/2020/P & EA dated 21-1-2020					
1	Architect (ARC)	1	0	1	Contract
2	Urban Planner (UP)	1	0	1	Contract
3	Rural Development Specialist (RDS)	1	0	1	Contract
4	GIS Specialist (GIS Spec)	2	1	1	Contract
5	GIS Technician (GIS Tec)	3	0	3	Contract
6	Hydrologist (HYD)	1	0	1	Contract
7	Agriculture Specialist (AGR)	1	1	0	Contract
8	LSG DM Plan Coordinators (LDPC)	14	6	8	Appointment by KILA; Human Resource Leasing to District Planning Offices
9	Accountant (ACC)	3	3	0	Appointment through Kudumbashree; Contract
10	Multi-Tasking Officers (MTO)	3	3	0	Appointment through Kudumbashree; Contract
Total		30	14	16	
Grand Total		91	56	35	
Project Staff from Non-State Government Funds					
1	Sr. Consultant, NDMA Project	1	1	0	Contract
2	Project Coordinator, UNICEF-KSDMA Joint Project	1	1	0	Contract
3	Consultant, DDMA Wayanad, NITI Ayog Project	1	1	0	Contract
4	Data Entry Operator, NDMA Project	1	1	0	Contract
5	ERSS 112 Supervisor	1	1	0	Contract
6	ERSS 112 Multi-Tasking Officers (MTO)	6	4	2	Contract
7	Sphere India Coordinator	1	1	0	Human Resource provided by Sphere India
Total		12	10	2	

Duties and Responsibilities of Officers in the Office of State Disaster Management Authority

Office of KSDMA: Management of funds allotted to KSDMA, administration of salaries, general management of the headquarters building, provisioning funds to District Disaster Management Authorities, allotment of funds for the functioning of State and District Emergency Operations Centres, preparation of annual working plan with inputs from SEOC and DDMA's, finalizing the annual report of KSDMA, audit, legislative assembly, parliament related matters, agenda for the meetings of State Executive Committee and KSDMA, coordinate with Non-Governmental Organizations, Local Self Governments, management of State Disaster Mitigation Fund, Corporate Responsibility Funds for Disaster Management and PM Cares, conduct capacity building programmes.

Office of KSDMA		
Sl. No	Post	Responsibility
1	Commissioner, Disaster Management	<ul style="list-style-type: none"> As defined in GO (Rt) No. 772/2020/DMD dated 1-10-2020. https://sdma.kerala.gov.in/wp-content/uploads/2020/10/GO-Rt-No-772-2020-DMD-1.pdf
2	Member Secretary (Ex-officio) & Head, SEOC	<ul style="list-style-type: none"> Member and Member Secretary of KSDMA – a statutory position under the Disaster Management Act, 2005 and State Disaster Management Rules 2007 (amendment 2015; https://sdma.kerala.gov.in/wp-content/uploads/2018/12/KSDMA-Rules-amendment-2015.pdf) and as defined in GO (Rt) No. 2181/2016/DMD dated 23-3-2016 (https://sdma.kerala.gov.in/wp-content/uploads/2018/12/KSDMAStreamlining.pdf). As defined in GO (Rt) No. 2167/2016/DMD dated 19-3-2016 (https://sdma.kerala.gov.in/wp-content/uploads/2018/12/KSEOCStreamlining.pdf) Head, SEOC will do the general supervision of the Scientific Officers Reviewing Authority of the Annual Assessment Reports of officers of KSDMA Reviewing Authority of the reports, guidelines and Standard Operating Procedures prepared by the KSEOC Permanent post sanctioned and filled through direct recruitment
3	Senior Finance Officer (SFO) – Additional Charge	<ul style="list-style-type: none"> The Senior Finance Officer of the Commissionerate of Land Revenue is in charge of the financial matters of KSEOC He/she will ensure that the expenditures made by KSEOC from Government sources adhering to the extant rules and/or the Disaster Management Act, 2005

4	Chief Manager (CM) – 1 post	<ul style="list-style-type: none"> • General supervisor of the Managers and the Administrative Staff of KSDMA • Will represent the office of KSDMA in administrative matters relating to legislature, audit, finance and administration • Designate tapals received in the office of KSDMA to administrative staff • Issue responses to government as approved by the Member Secretary, KSDMA • Administration of procurement in the office of KSDMA • Will be the custodian of the files of KSDMA • If technical inputs are deemed necessary on the files, the Chief Manager may place the matter before the Administrative Head of the office of KSDMA (Member Secretary, KSDMA) • The Administrative Head may forward it to the Head of SEOC for necessary technical inputs • Supervise the maintenance of finances of KSDMA • Custodian of the Digital File Management System of KSDMA • Permanent post sanctioned to be filled through Deputation/Contract
5	Finance Manager (FM) – 1 post <i>(Awaiting clearance from Government)</i>	<ul style="list-style-type: none"> • The Finance manager controls over the finance section both in regard to the accounts and audit and in regard to discipline. • He/she will manage the accounts of the various funds under the management of the office of KSDMA and KSEOC • His/her duty includes collecting, interpreting and reviewing financial information, reporting and providing advice, preparing reports as required by law, regulations and financial reports related to budgets, account payables, account receivables, expenses etc. • Reviewing, monitoring and managing budgets, auditing that work to minimize financial risk. It is also his/her duty to maintain the Tally systems and check any tendency to delay and in accordance with the recognized practice attend to all duties assigned to him/her by the superior officers from time to time. • He must also see that the Accountants under him/her do the same so far as their respective sections are concerned.

		<ul style="list-style-type: none"> • It is his/her duty to bring to the notice of the Senior Finance Officer/ any serious delay or other irregularity, and any indication that any member of the establishment is obviously unsuited for his/her work. • He/she will also support the upkeep of accounts of internationally funded projects in KSDMA and KSEOC. • He/she will support auditors of KSDMA and SEOC for appropriate scrutiny of necessary records. • He/she will report to the Senior Finance Officer
6	Administrative Manager (AM) – 1 post	<ul style="list-style-type: none"> • The Administrative Manager (SDMA) exercises control over the sections placed in her/his charge both in regard to the dispatch of business and in regard to discipline • It is his/her duty to check any tendency to delay in file processing and in accordance with the recognized practice attend to all duties assigned to him/her by the Member Secretary or Chief Manager from time to time • Attend to and respond to the legislative assembly questions, parliament session questions and legislative committee queries and reports • He must also see that the Office Mangers under him/her do the same so far as their respective sections are concerned. • Bring to the notice of the Chief Manager/Member Secretary any serious delay or other irregularity, and any indication that any member of the establishment is obviously unsuited for his/her work. • He/She must watch incoming reminders and look into the cause of the delays that have evoked them. • He must advise the other ministerial officers on difficult or intricate questions, should they seek or need his/her advice, and he/she is at liberty to note on a file should he consider it necessary to do so • Fair copying and dispatch of correspondence and proceedings • He/She must examine the Fair Copy and Dispatch Register at frequent intervals and see that it is regularly and properly written up and that there is no delay in this/her branch of work. • It is his/her duty to see that the rules and office orders are strictly obeyed. The Administrative Manager must periodically inspect the Personal Registers maintained

		<p>by the OM's and MTO's in the sections under his/her control and see that they are neatly and properly maintained.</p> <ul style="list-style-type: none"> • He/she will report to Chief Manager • Permanent post sanctioned to be filled through Deputation/Contract
7	Office Manager, KSDMA (OM SDMA) – 1 post	<ul style="list-style-type: none"> • There is one Office Manager in the Office of KSDMA • First line supervisory officer of administrative works of the respective offices • Ensure that the administrative staff observe the decorum of office and discharge their duties as per the rules and procedures laid down in the matter • Ensure accuracy of the administrative notes and drafts raised from the sections under his/her control • Impart training to Multi-Tasking Officers on file procedures • Ensure that MTOs exercise proper attention in work • Regulate stationary • Attend directly to correspondence requiring special care such as policy matters, audit queries etc. • In lieu of an MTO of a concerned seat, directly handle urgent papers and ensure processing of files • Scrutinize the notes prepared by the MTO which contain a summary of the facts of the case, precedents, provisions of laws or rules etc. and supplement with additional facts or opinions as deemed appropriate • Properly flag the files, arrange, number the pages and references for quick processing • In short, the Office Manager has to ensure that the received papers are properly attended to and decisions taken are communicated with the least possible delay. The duty of Office Manager is not over by authenticating the outward communications, but it extends to ensuring their proper dispatch. • The OM maintains discipline in his section and sees to it that his orders or instructions are not disputed or disregarded by his MTO and other staff under his control. • OM should ensure that all papers relating to the subjects allotted to his/her section are promptly accepted and acted upon in that section itself. He/She will have authority to inspect shelves, tables etc. whenever found necessary.

		<ul style="list-style-type: none"> • While disposing cases, Office Manager has to ensure that the paper has been circulated to the appropriate levels before final communications are issued. Papers marked to authority members or called for by superior officers should not be disposed of without their knowledge. • Omissions, if any, occurring in such submissions should be watched by the Office Manager and the file should be resubmitted. • Likewise, when an order or noting by a superior Officer is contrary to the statutory rules or declared policy in the matter or when there is factual inaccuracy this has to be politely brought to the notice of the office in order to ascertain that it is not an unintended deviation. • Office Manager should ensure that the ‘tappal’ is received in time and attended to promptly • When files are received with orders, submission of drafts with the least possible delay should be monitored • It should be ensured that the register, special registers and stock files are maintained as per the office instructions. The registers kept in the section should be neat and tidy and periodical inspections should be conducted as per the inspection schedule from time to time. • While conducting such inspection, Office Manager should ensure that the MTOs submit their registers for inspection by superior officers as well, as per the schedule of inspections. Special care should be taken to guard against the missing or loss of papers, registers, reference books etc. when the MTOs leave charge, take charge or when the section itself is shifted to new premises • The OM (SDMA) will manage the vehicles of Office of SDMA and maintain the log book • In the case of e-files (DDFS) Office Manager should, <ul style="list-style-type: none"> ▪ go through the system generated returns and take suitable action on items requiring attention ▪ approve the recording of e-files and their categorization. ▪ review the recorded e-file before archival • Ensuring proper management of electronic version of Reference books, Office orders, proceedings etc. in the Knowledge Management System
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		<ul style="list-style-type: none"> • Permanent post sanctioned to be filled through Deputation/Contract
8	Multi-Tasking Officers (MTO) – 3 posts	<ul style="list-style-type: none"> • The Office of KSDMA has three MTOs • One MTO is posted in Secretariat DMD and One MTO is in Office of SDMA • They have to register the papers, maintain the registers prescribed, obtain back-papers, disposals, standing instructions etc. for the processing of cases handled in their seat. • They have to prepare notes which should contain a summary of facts, proposals, if any, made by the other offices of Government or Agencies, rules position in regard to the particular matter under process, standing instructions if any available on the matter etc. • The papers will be submitted with a note as aforesaid within 3 days of their receipt in the seat except in time-limit papers. In calculating the time, holidays of all kinds will be excluded. • The MTO will be primarily responsible for any delay in submission of papers. • While submitting the files, the MTO should ensure that they are arranged properly, flagged, referenced and properly page numbered. When files are received back with orders, the drafts for communicating the same should be prepared and submitted to the Office Manager immediately. • After approval, the drafts of Orders have to be fair copied for dispatch. The fair copies should be compared, enclosures etc. added and submitted duly initialed for authentication by the Office Manager or other officer concerned. The outward communication should be promptly given over to the section for dispatch. • Special instructions if any in regard to the dispatch has to be carefully observed. Disposed files, have to be docketed and sent to Records, Back files requisitioned from Records have to be promptly returned after use. • The MTO shall be primarily responsible for the safe custody of the files/records in his seat. The Office Manager of each section will draw up a list showing distribution of subjects allotted to the Section among MTOs in the Section. • He/she will also assign a number to each MTOs of the Section in addition to the word, words or letters indicating the Section.

		<ul style="list-style-type: none"> • The MTOs themselves are responsible for fair copying/taking print out of all drafts sent to him/her at once. When the Office Manager is on leave or absent from duty on any other ground, the fair copies of communications/remarks in files of other Office Manager. • Sanctioned by Government to be filled through Contract
9	Office Attendant (OA) – 1 post	<ul style="list-style-type: none"> • There is one Office Attendant • The Clerical Assistants and Attenders shall discharge the duties that are entrusted to them by the Office manager under whom they are placed • The Last Grade Employees including Office attendants shall attend to the work assigned to them by the Officer/Sections with whom he/she is attached • Sanctioned by Government to be filled through Contract
10	Driver cum Attendant (DRV) – 2 posts	<ul style="list-style-type: none"> • There are two drivers cum attendants for the vehicles of the Disaster Management Department, Government Secretariat and the Vehicle of the Principal Secretary, Disaster Management • The Driver will report to OM (SDMA) • 1 post sanctioned by Government to be filled through contract • 1 post sanctioned by Government to be filled as daily wage

Duties and Responsibilities of Officers in the State Emergency Operations Centre

Facilitate the updation of the HVRA of the State, prepare the State and District Disaster Management Plans, support the implementation of the early warning systems by Central Agencies as laid in the National Disaster Management Plan, undertake research projects and investigation reports on topics relevant to disaster risk reduction, foster research collaboration with external agencies, emergency coordination, preparation of calamity memoranda, prepare/support Post Disaster Need Assessments, prepare Orange Books of Disaster Management, Standard Operating Procedures and Guidelines. All technical staff works under SEOC. The SEOC has the following entities:

- **Fusion Centre:** Facilitates inter-departmental operations and fusion of multiple information in a single location. Desk in-charges and departmental officers deputed to SEOC works out of fusion centre. In effect, Fusion Centre is the heart of SEOC
- **Drought Monitoring Cell:** The Drought Monitoring Cell examines the various triggers laid by Government of India for drought response triggering and advises the Government on drought management guidelines to be issued after examining the conditions prevailing in the State from time to time. There is no separate staff for Drought Monitoring Cell
- **IT & Communication (IT & Com):** The Early Warning Dissemination System, the Server, the internal communication system, etc. deployed by the SEOC and NCRMP will be under the IT & Communication Centre. Long term maintenance and management of the system will also be the responsibility of the IT & Communication Centre.
- **Planning:** The Planning Department will be leading the preparation of the State Disaster Management Plan. They will also support requests from the Districts for the preparation and updation of the District Disaster Management Plans.
- **Capacity Building and Projects (CB & P):** This team will coordinate in implementing social outreach projects and capacity building programmes prepared by KSDMA
- **Risk Lab (RL):** Deals with managing the geodatabase of SEOC and supports the preparation of State and District Disaster Management Plans and EOCs with Geospatial information and analysis
- **Admin:** EOC Administration manages the establishment matters of the EOC staff

Kerala State Emergency Operations Centre (KSEOC)		
KSEOC – Fusion Centre		
2	Hazard and Risk Analyst (HRA) – 1 post	<ul style="list-style-type: none"> • Represent the Member Secretary, KSDMA and Head, SEOC in technical matters in legislature and Government • Control the functioning, including administration of SEOC in lieu of Member Secretary, KSDMA and Head, SEOC • Day-to-day operational management of the Fusion Centre, GIS Lab and IT & Communication Facility • Overall supervision and management of the Hazard Analysts (SEOC and DEOCs), Safety Engineer, Communication Engineer, Environment Planner and Meteorologists • Reporting officer of the Annual Assessment Reports of the above officers • Sanctioning authority of the duty leave and casual leave of the above officers • Supervise the use of Intelligent Operations Centre Software • Quality control of the maps prepared by SEOC • Final approval of the alert messages and maps prepared by the SEOC • Implementation of projects of NDMA • Edit the HVRA for incorporation into the State and District Disaster Management Plans • Ensure the updated of disaster loss database in the GIS platform • Supervise the update of NDEM, NDMIS and IDRN • Convene the internal technical committee for technical resource upgradation, requirement assessment, disposal of outdated items, preparation of SOPs and Guidelines • First level quality assurance and fact ascertaining of the investigation reports, guidelines and Standard Operating Procedures prepared by SEOC and SDMA from time to time • First level quality assurance and fact ascertaining of the Annual Reports of KSDMA • Supervise the contribution of technical data into the legislative assembly questions and parliament questions

		<ul style="list-style-type: none"> • Edit technical reports of KSDMA and KSEOC and ascertain facts therein with the support of the Sector Experts • Custodian of the stock register of SEOC • Quality assurance of the Geodatabase of KSEOC • The HRA will raise any files containing technical content directly to the MS, KSDMA & Head, SEOC • In case inputs are needed from other Sectoral Experts, the HRA may mark the files to them for their opinion and they shall record the same and send it back to HRA • In case of financial commitments, the file may be circulated to the Chief Manager or Finance Manager or Senior Finance Officer as the case may be • Permanent post sanctioned to be filled through Deputation/Contract
3	HA (Geology)	<ul style="list-style-type: none"> • KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007. • The scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies • They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs • They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time • When posted in the district, the roles and responsibilities will be as defined separately as Sub Item 11 • Be aware of Incident Response System • Contribute to post disaster needs assessments • Prepare landslide risk assessment framework for the State • Liaison with Geological Survey of India and avail investigation reports and susceptibility maps for incorporating into the disaster management plans • Convene the landslide advisory committee of KSDMA

		<ul style="list-style-type: none"> • Will deal with files related to Landslides, Soil Piping, Earthquakes and Seismic Monitoring • Undertake site investigations of landslide prone areas and landslide sites based on need • Facilitate creating resilient homes which are climate change and disaster risk reduction aware • Develop landslide risk assessment training modules for Soil Conservation, Ground Water and Mining & Geology Department and train their virtual cadre officers in landslide risk assessment • Liaison with KSEB in implementing and managing the seismic monitoring network • Liaison with National Seismic Centre in managing the seismic monitoring network • Update and maintain the earthquake catalogue of the state with inputs from KSEB and IMD • Develop guidelines for bio-stabilization of hill area roads and conduct trainings for the purpose in local self-governments • Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster Management Plans • Develop projects for landslide risk reduction in highly sensitive landslide prone areas • Support Soil Conservation, Ground Water and Mining & Geology Departments in preparing their departmental disaster management plans • Prepare landslide related documentations for perusal of State Executive Committee, KSDMA, Government, Courts and Legislature
4	HA (Environment)	<ul style="list-style-type: none"> • Prepare an integrated strategic environmental assessment (ISEA) framework for post disaster recovery and reconstruction • Will lead the Drought Monitoring Cell and deal with technical matters related to Drought • Support KILA and collaborate with experts in creating an Eco Systems Disaster Risk Reduction framework for flood, drought and landslide prone areas • Liaison with State Environment Impact Assessment Authority State Wetland Authority and Pollution Control Board

		<ul style="list-style-type: none"> • Collect, prepare GIS layers and analyze existing data and information concerning the status of the environment, including pollution data, in the State for incorporating into the Decision Support System • Prepare documentations for perusal of State Executive Committee, KSDMA, Government, Courts and Legislature on the environmental impacts of notified disasters • Contribute to preparing and updating Orange Books • Support Environment Department in preparing their Departmental Disaster Management Plan • Identify environmental assets and threats related to the emergency phase and prepare SOPs to minimize environmental impacts • Create a framework for the upkeep of healthy environmental conditions in sites where relief camps are established and incorporate this framework into the minimum relief code of the State • Liaise with technical sectors (shelter, sanitation, water, livelihoods, energy, etc.) with a view to minimizing environmental impacts associated with projects and activities in the emergency phase • Sanctioned by Government to be filled through Contract
5	HA (Meteorology)	<ul style="list-style-type: none"> • Prepare weather related hazard assessment inputs for incorporation into the HVRA of the State • Update the climate and weather chapter in the Orange Books and the State and District Disaster Management Plans • Update climate change scenarios in the State and District Disaster Management Plans • Prepare the Heat Action Plan of the State and update as and when needed with additional inputs • Prepare the thunderstorm and lightning action plan of the State • Liaison with India Meteorological Department for improving weather services in Kerala

		<ul style="list-style-type: none"> • Convene the committee for localizing weather alerts with inputs from private weather service agencies and be the charge officer of the engagement with private weather service agencies • Support technical contributions of KSDMA to the State Action Plan on Climate Change • Collaborate with Universities and scientific weather enthusiasts in conducting training programmes for increasing weather awareness • Monitor the status of the IMD AWS deployment project and the functional status of the radars and AWS of IMD deployed in the State and alert HRA in case of any dysfunctionality • Constantly evolve and update templates for issuing weather alerts • Motivate and support the Water Resources and Agriculture Department in the preparation of flood and drought risk reduction plans • Prepare weather related documentations for perusal of State Executive Committee, KSDMA, Government, Courts and Legislature • Writing, publishing and presenting research papers, reports, reviews and/or summaries related to weather extremes and consequent impacts • Sanctioned by Government to be filled through Contract
6	HA (Disaster Management)	<ul style="list-style-type: none"> • KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007. • The scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies • They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs • They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time

		<ul style="list-style-type: none"> • When posted in the district, the roles and responsibilities will be as defined separately as Sub Item 11 • Be aware of Incident Response System • Contribute to post disaster needs assessments • Prepare the HVRA of the State in collaboration with the GIS Lab and other Sector experts • Support NDMA in implementing the HVRA project • Facilitate the implementation of Aapda Mitra • Prepare site specific risk assessment reports in collaboration with Sector specialists • Support in preparing and updating the Sabarimala Crisis Management Plan, Thrissur Pooram Crisis Management Plan and other emerging crowd management plans for festivals and games • Update festival crisis management guidelines • Support in preparing the Annual Reports of KSDMA • Liaison with scientific institutions and gather geospatial information useful for risk assessment to add to the database of KSEOC • Constantly attempt to update disaster loss data in geospatial environment • Support in monitoring and documenting the implementation of projects funded under State Disaster Mitigation Fund • Update and maintain the geospatial inventory of infrastructure that may be used as camps during crisis • Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster Management Plans • Update and maintain the database of helicopter landing sites in Kerala • Update and maintain the database of boats in Kerala • Develop training programmes on the norms of State Disaster Response Fund and State Disaster Mitigation Fund • Contribute to preparing and updating Orange Books • Conduct field investigations as directed by KSEOC
7	HA (Information Technology)	<ul style="list-style-type: none"> • Operational Management of the Intelligent Operations Centre Software

		<ul style="list-style-type: none"> • Develop guidelines for the IT management of the State and District EOCs • Develop and update the EOC dashboards and Surakshaayanam portal and Mobile Applications • Manage NDEM, NDMIS and IDRN • Develop training modules for online training in Eco System DRR, ISEA, NDEM, NDMIS and IDRN • Liaison with other departments in developing disaster loss assessment platforms based on SDRF norms and integrating it with the disaster loss platform of KSEOC • Develop guidelines for risk assessment and risk reduction of IT assets to notified disasters • Support data analytics to incorporate relevant results in State and District Disaster Management Plans • Will be the charge officer of the IT Solutions (software solutions) of SEOC • Administers the social media of KSDMA • Sanctioned by Government to be filled through Contract
8	HA (Public Health)	<ul style="list-style-type: none"> • KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007. • The scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies • They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs • They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time • When posted in the district, the roles and responsibilities will be as defined separately as Sub Item 11 • Be aware of Incident Response System • Contribute to post disaster needs assessments

		<ul style="list-style-type: none"> • Prepare and update health emergency management framework in the State and District Disaster Management Plans in collaboration with community medicine experts • Prepare and update the public health management aspects in Orange Books • Facilitate creating resilient homes which are climate change and disaster risk reduction aware • Liaison with the Virtual Cadre in DHS, Directorate of Health Services, Directorate of Medical Education and Health and Family Welfare Institute for ensuring hospital safety plans in medical institutions • Ensure regular training for the virtual cadre officers for conducting district level training in disaster management for the frontline medical and paramedical officers • Follow-up hospital safety plan preparation • Prepare training modules for conducting trainings in preparing hospital safety plan • Continuously watch out for state, national and international alerts on epidemic and pandemic possibilities • Constantly examine peer reviewed published literature for actionable inputs on climate change linkages to public health for inclusion in the State and District Disaster Management Plans • Gather epidemic and pandemic data from State Epidemiologist and incorporate it in the Geospatial database of SEOC • Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster Management Plans • Support Health Department in preparing their Departmental Disaster Management Plan • Develop and manage Hospital Safety Plan Digital Application • Prepare first aid and basic life support training framework
9	HA (Forestry)	<ul style="list-style-type: none"> • KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007.

		<ul style="list-style-type: none"> • The scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies • They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs • They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time • When posted in the district, the roles and responsibilities will be as defined separately as Sub Item 11 • Be aware of Incident Response System • Contribute to post disaster needs assessments • Prepare a Forest Fire Civilian response plan • Facilitate creating resilient homes which are climate change and disaster risk reduction aware • Liaison with Forest Department, Bio Diversity Board and Kerala Forest Research Institute and gather their inputs for incorporating into the State and District Disaster Management Plans • Evaluate actionable methods for reducing climate change disaster impacts in forests and forest fringe areas • Develop an ISEA framework for assessing disaster impacts on forests and wildlife and develop corresponding training modules for forest officials in conducting such assessments • Identify and develop possible mitigation projects for bio-shielding of landslide, flood and coastal erosion prone areas using native plant species and bio-degradable materials • Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster Management Plans
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		<ul style="list-style-type: none"> • Contribute to the Orange Book • Contribute to the Heat Action Plan of the State • Will deal with files related to pest attack and animal husbandry matters • Support Forest Department in preparing their Departmental Disaster Management Plan • Support in developing specific disaster management training programmes for Scheduled Tribe Settlements
10	HA (Civil Engineering)	<ul style="list-style-type: none"> • KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007. • The scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies • They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs • They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time • When posted in the district, the roles and responsibilities will be as defined separately as Sub Item 11 • Be aware of Incident Response System • Contribute to post disaster needs assessments • Identify and prepare terrain specific disaster resilient construction best practices handbook • Identify and prepare terrain specific disaster resilient indigenous construction practices handbook • Develop and update the rapid visual screening methodology for public assets • Motivate Public Works Department, Local Self Government Department and Water Resources Department in the conduct of rapid visual screening of critical assets • Support in the development of retrofitting SOP for public buildings

		<ul style="list-style-type: none"> • Identify and prepare handbooks of best practices in disaster resilient construction • Support in conducting hazard, vulnerability and risk assessment and contribute to disaster management plans • Support in the preparation of departmental disaster management plans of engineering departments • Organize capacity building workshops for architects, engineers and masons in continuously identifying best practices for risk reduction • Collaborate with Departments involved in public works and Engineering Colleges for the conduct of 'safety and disaster resilience first' training programmes for engineers and masons • Support KSDMA in evaluating structural mitigation measures supported under State Disaster Mitigation Fund and assessing the increase/decrease in vulnerabilities due to such mitigation measures • Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster Management Plans • Support in evaluating the risk reduction potential of design and estimates for structural mitigation measures funded under State Disaster Mitigation Fund • Advocate the inclusion of disaster resilience as a key requirement in the techno-legal regime of the State • Support School and Hospital Safety Plans through development of digital platforms for School and Hospital Safety Plan preparation • Advocate risk transfer of public buildings and infrastructure • Advocate eco-system disaster risk reduction strategies for impact reduction from natural hazards • Participate in public enquiries for and on-behalf of KSDMA on matters involving civil engineering safeguards and produce reports for supporting decision making
11	HA (Oceanography)	<ul style="list-style-type: none"> • Create training programmes for coastal local self-governments in implementing terrain specific and hazard specific risk reduction strategies • Develop detailed SOPs for responding to coastal hazards

		<ul style="list-style-type: none"> • Develop coastal hazard specific public alert templates for multiple levels of early warnings • Will deal with files related to coastal erosion and tsunami • Support Fisheries and Harbour Engineering Department in the development and implementation of departmental disaster management plan • Create fishermen specific disaster risk reduction training programmes • Support the implementation of vulnerability linked relocation plan • Assess long period coastal inundation using available data and assess its potential risks for the coastal and brackish water ecosystem • Support the Fisheries Department in developing a in-sea accident response plan • Advocate the adoption of individual fishermen safety and boat safety measures • Advocate Eco-system Disaster Risk Reduction strategies for coastal risk reduction • Develop and popularize alerts in local lingua • Develop behavioural change methods for coastal hazard warnings and alerts • Continuously evaluate potential in-sea early warning systems for effective early warning communication to fishermen • Support in identifying and developing appropriate soft and hard solutions for beach protection and human settlements along the coastline • Advocate risk transfer of fishermen families and boat owners • Sanctioned by Government to be filled through Contract
12	HA (Economics/Econometrics)	<ul style="list-style-type: none"> • Develop guidelines for carrying out Post Disaster Economic Need Assessment of major economic sectors • Develop department specific economic risk assessment framework of disasters of varying scales • Prepare guidelines for department specific risk transfer • Create training programmes for economic risk assessments • Consolidate the expenses from State Disaster Response Fund and State Disaster Mitigation Fund related to various disasters that the State experienced at the most granular level for the last 5 years • Prepare a data informed budgeting for the State Disaster Response Fund and State Disaster Mitigation Fund

		<ul style="list-style-type: none"> • Support the preparation of State and District Disaster Management Plans • Sanctioned by Government to be filled through Contract
13	HA (Psychology)	<ul style="list-style-type: none"> • KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007. • The scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies • They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs • They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time • When posted in the district, the roles and responsibilities will be as defined separately as Sub Item 11 • Be aware of Incident Response System • Contribute to post disaster needs assessments • Prepare institutional psychological health management framework for disaster management front line staff and conduct post disaster psychological health evaluations • Facilitate counselling services to SDMA and DDMA staff, evaluate counselling requirements for stress management and provide counselling support • Interface with State Mental Health Authority and create post disaster mental health support framework • Interface with NGOs, CBOs and INGOs to facilitate long term post disaster mental health programmes, particularly for vulnerable communities identified in the Orange Book • Support LGBTQ+, disability and tribal inclusive DRR programme • Support school safety programmes

		<ul style="list-style-type: none"> • Advocate inclusion of psychological care in all phases of disaster management and in disaster management plans • Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster Management Plans • Attempt to develop a mental health vulnerability assessment method from a disaster risk management perspective • Conceive and implement community-based disaster risk reduction programmes with special focus on mental health vulnerabilities • Develop mental health support kits for post disaster mental health support in camps and households • Interface with NDMA and NIDM on psychosocial support schemes
14	HA (Climate Change Adaptation)	<ul style="list-style-type: none"> • KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007. • The scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies • They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs • They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time • When posted in the district, the roles and responsibilities will be as defined separately as Sub Item 11 • Be aware of Incident Response System • Contribute to post disaster needs assessments • Interface with Department of Environment and Climate Change, Kerala • Develop a strategic framework for linkages between State Action Plan on Climate Change and Disaster Management Plans

		<ul style="list-style-type: none"> • Facilitate creating resilient homes which are climate change and disaster risk reduction aware • Support the preparation of local government disaster management plans and inclusion of climate change adaptation measures • Develop methods, concepts and approaches in view of effective, economically just and socially inclusive climate change adaptation • Framing the decision context and engaging stakeholders in the context of climate change adaptation • Identifying adaptation options, shaping planning and business processes • Monitoring, evaluating and learning from adaptation action • Communicating solutions, brokering knowledge, bridging between theory and practice • Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster Management Plans • Researching new frontiers for effective implementation • Training, building capacity, shaping mindsets for climate change adaptation • Leverage land use, hazard, and restoration planning to reduce the addition of new vulnerabilities, considering equitable practices and diversity
15	HA (Social Work)	<ul style="list-style-type: none"> • KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007. • The scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies • They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs • They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time

		<ul style="list-style-type: none"> • When posted in the district, the roles and responsibilities will be as defined separately as Sub Item 11 • Be aware of Incident Response System • Contribute to post disaster needs assessments • Prepare the HVRA of the State in collaboration with the GIS Lab and other Sector experts • Support NDMA in implementing the HVRA project • Facilitate the implementation of Aapda Mitra • Prepare site specific risk assessment reports in collaboration with Sector specialists • Support in preparing and updating the Sabarimala Crisis Management Plan, Thrissur Pooram Crisis Management Plan and other emerging crowd management plans for festivals and games • Update festival crisis management guidelines • Support in preparing the Annual Reports of KSDMA • Liaison with scientific institutions and gather geospatial information useful for risk assessment to add to the database of KSEOC • Constantly attempt to update disaster loss data in geospatial environment • Support in monitoring and documenting the implementation of projects funded under State Disaster Mitigation Fund • Update and maintain the geospatial inventory of infrastructure that may be used as camps during crisis • Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster Management Plans • Update and maintain the database of helicopter landing sites in Kerala • Update and maintain the database of boats in Kerala • Develop training programmes on the norms of State Disaster Response Fund and State Disaster Mitigation Fund • Contribute to preparing and updating Orange Books • Conduct field investigations as directed by KSEOC
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16	Hazard Analysts of DEOCs	<ul style="list-style-type: none"> • Prepare a 6 monthly plan for implementation of tasks given below and submit to DDMA for approval • Updation of district disaster management plan – dynamic or static part depending on the updation requirement as evaluated and prescribed by KSDMA • Facilitate updation of IDRN database through the concerned stakeholder department/PSU/Agency • Ensure that the concerned official of the DDMA update the NDEM daily and NDIMS with district wise inputs as essential • Observe the functioning of DEOC and report to CEO, DDMA with a copy to KSDMA on updations and improvements required • Inspect Taluk EOCs routinely and report the functional status to CEO, DDMA with a copy to KSDMA on updations and improvements required • Ensure one meeting of DDMA/month - prepare agenda notes, compile the minutes and submit to CEO, DDMA for the approval of the Chairperson • Contribute to post disaster needs assessments • Attend all DDMA meetings in the district • Attend all Disaster Management related video conferences attended by the Chairperson of DDMA and keep a log of decisions and instructions • Support district level virtual cadre officers for preparing their departmental disaster management plans • Conduct at least one school safety programme in a month involving the local governments and Department of Education • Organize at least one mock drill in all schools and/or hospitals and Government offices in the District in collaboration with Local Governments, Fire & Rescue Services, Police and Health Department • Coordinate with Civil Defence, Samoohika Sannadha Sena and Aapda Mitra volunteers in the district • Organize capacity building programmes in collaboration with District Planning Office, LFire & Rescue Services, Police and Health Department for Local Governments
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		<ul style="list-style-type: none"> • Organize one training in 6 months on disability inclusive, transgender inclusive and tribal inclusive disaster risk reduction • Organize one mock drill once in 6 months involving NDRF • Organise at least one training programme in 6 months for the Incident Response Teams notified under the IRS of the district • Support Chairperson DDMA to prepare the IRS structure and notify it in the district • Continuously impart IRS training to District, Taluk and Local Government IRTs • Organize one mock drill in district collectorate every 6 months and one mock drill in district panchayath office every 6 months • Prepare annual reports of DDMA and submit to SDMA • Test the emergency communication systems of the district such as Police VHF, Satellite Phones, social media groups, SMS lists of various departments and email lists of various departments • Conduct investigations for KSDMA • Represent KSDMA and/or DDMA in various forums in the district and inter-district meetings in which the individual is deputed to • Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster Management Plans • Facilitate trainings and activities for Inter Agency Groups in the district • Collaborate with Citizen Science teams for improving situational awareness in the district • During normal times, provide domain expertise to KSDMA/KSEOC for implementing various disaster risk reduction programmes undertaken by the State
17	Meteorologists (MET) – 3 posts	<ul style="list-style-type: none"> • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies • They shall be capable of supporting State Disaster Management Authority for the smooth functioning of SDMA and SEOC • They will be assigned emergency time functions and inter-district assignments depending on need as ascertained by SEOC from time to time

		<ul style="list-style-type: none"> • Undertake daily shift duty for ensuring the presence of one meteorologist in SEOC 24 x 7 • Liaison with India Meteorological Department on alerts issued by IMD • Record and concurrently analyze weather data pertinent to Kerala from forecasting and observational sources and alert SEOC regarding possibility of extreme weather events • Upkeep of the integrated weather information platform of KSEOC with inputs from private weather companies subscribed by KSEOC • Prepare daily weather prognosis based on forecasts from multi-ensemble model outputs • Issue daily weather alerts and prognosis to public based on Standard Operating Procedures • Update standard operating procedures related to weather alerts • Upkeep of historic weather data in the Decision Support System • Conduct statistical analysis over available historical weather data for contributing to hydro-meteorological risk reduction • Support the Drought Monitoring Cell • Support the preparation and updation of the heat action plan • Keeping up to date with relevant scientific and technical developments in the field of weather modelling and monitoring • Participate in public enquiries for and on-behalf of KSDMA on matters involving climate extremes and produce reports for supporting decision making • Support the preparation of disaster management plans and extreme weather response plans • Shall examine files assigned to them and submit necessary opinions to HA (Meteorology) • Sanctioned by Government to be filled through Contract
18	Multi-Tasking Officers - Alerts (MTO Al) – 3 posts	<ul style="list-style-type: none"> • The KSEOC has three (3) Multi Tasking Officers, 1 each for 8 hours duty • The MTO on duty updates daily weather alerts in Malayalam • The MTO on duty updates the website with alerts in Malayalam and English

		<ul style="list-style-type: none"> • The MTO on duty examines the emails to the EOC email and flag important emails to the HA on Duty or the Meteorologist on Duty as the case may be for further necessary action • The MTO on duty will assist the Head, SEOC for general file management • MTOs will report to HAs and Meteorologists • Sanctioned by Government to be filled through Contract
SEOC - IT and Communication		
19	Communication Engineer (CE) – 1 post	<ul style="list-style-type: none"> • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies • They shall be capable of supporting State Disaster Management Authority for the smooth functioning of SDMA and SEOC • They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time • Be the custodian of the Early Warning Dissemination System of the State including Satellite phones • At least one internationally acknowledged associate networking certifications like CCNA or equivalent from Cisco, or Juniper or other equivalent network manufactures. Professional certifications like CCNP is more preferred. • Any professional Microsoft certifications like MCSA, MCSD, or MCSE or MCP. More than one MS certification or additional Linux certifications like RHEL etc is preferred. • Thorough knowledge on Windows Server installations (2008/2012/2016) with Domain Controller management, workstation or desktop OS installation and maintenance of Virtual Machines etc. Hands-on experience on large scale Virtual Machine (VM) deployments using virtualization technologies like VMWare Server/ESX or Microsoft HyperV/Virtual Server or RedHat (RHEL) shall be given added weightage. • The applicant must be competent in L2 Switching, L3 Routing, managing Active Directory (AD) LDAP, Web server, MS Exchange Server, File Servers, FTP Server & Remote Management on client-server operating environment. Hands-on experience in troubleshooting various PBX and call centre platforms, and PoE

		<p>devices like Wireless Aps, access control systems and IP video surveillance systems are highly preferred</p> <ul style="list-style-type: none"> • Supervise maintenance of the Early Warning Systems and Communication Systems under KSDMA [Satellite Phones, Satellite Networks, GSM networks and Early Warning Dissemination System (EWDS) networks] • Competence in installing multiple OS, client-server applications, VMs, over VM environments and SAN/DAS/NAS storage management. Capability to program VLANs, DNS, DHCP, Webserver, and user-rights management with AD/LDAP or AAA is also preferred. • Applicant must have adequate experience in managing multi-node network either centrally with NMS or otherwise for the functions indicated above. Personal with experience on multi-vendor infrastructure with centralized management and operating environment shall be given due weightage. • Ensure serviceability and continuous uptime on existing leased lines, KSWAN/Kfone Broadband links, telecom PRI/SIP links, cellular and satellite systems. • Hands-on experience in liaising with TSPs, local and remote troubleshooting of various telecom links, cabling/crimping of UTP cables, splicing and termination of OFC etc. Working knowledge on Computer-Aided Design (CAD) software and PDF shall be preferred. • Project management experience with MS Project or similar software and proficiency in MS Excel or equivalent worksheet applications. Work experience with WAN projects and managing its deployments and rollouts shall be given extra weightage. • Test and evaluate hardware and software to determine efficiency, reliability, or compatibility with existing systems and suggest necessary upgrades and decommissioning • Review and evaluate technical requests from other work colleagues and staff for system modifications and maintenance • Document network designs, system configurations and related SOPs and policy guidelines • Keep abreast of changes in industry best practices and emerging telecommunications technology by reviewing current literature, talking with professionals, participating
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		<p>in educational programs, conferences, roadshows, attending meetings or workshops, etc.</p> <ul style="list-style-type: none"> • Provide user support by diagnosing network and device problems and implementing technical or procedural solutions • Prepare purchase requisitions for EWDS computer hardware and software, networking and telecommunications equipment, test equipment, cabling, or tools • Use computer-aided design (CAD) software to prepare or evaluate network diagrams, floor plans, or site configurations for existing facilities, renovations, or new systems • Order or maintain inventory of telecommunications equipment, including telephone sets, headsets, cellular phones, switches, trunks, printed circuit boards, network routers, and cabling • Monitor and analyze system performance, such as network traffic, security, and capacity • Manage user access to systems and equipment through account management and password administration • Inspect sites to determine physical configuration, such as device locations and conduit pathways • Implement system renovation projects in collaboration with technical staff, engineering consultants, installers, and vendors • Implement or perform preventive maintenance, backup, or recovery procedures • Implement controls to provide security for operating systems, software, and data • Document user support activity, such as system problems, corrective actions, resolution status, and completed equipment installations • Document technical specifications and operating standards for telecommunications equipment • Leave sanctioning authority of Field Assistants • Shall examine the files assigned to him/her and submit necessary opinions to Head, SEOC • Will be the charge officer of the communication network of SEOC • Sanctioned by Government to be filled through Contract
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20	System Administrator (SA) – 1 post <i>(Category fixation awaited from Government)</i>	<ul style="list-style-type: none"> • They shall be proficient in English, Malayalam and Hindi for closely interacting with National Disaster Management Authority and other International Agencies • They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of SDMA, SEOC, DDMA and DEOCs • They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time • The System Administrator has to ensure the smooth functioning of the IT and Communication Network of SEOC • He/she will advice the SEOC in continuously modernizing its IT inventory • He/she will ensure that annual maintenance contracts and vendor supports are followed up for timely services • General network support duties including maintenance and troubleshooting of firewall, web filters, switching and Wifi and VoIP systems • Ensure correct implementation of network design eg security applied correctly • Responding to network helpdesk tickets in a timely manner • Ensuring maximum availability of network infrastructure including firewall, web filters, switches; • Administration of Microsoft and Red Hat servers when related to network issues • Supporting systems, to perform server maintenance, test backups and audit network security • Network and telephone trouble shooting where necessary • Ensuring network integrity and security by monitoring network usage, maintaining firewall configuration and ensuring antivirus software is up to date • Maintenance of software and hardware asset register • Undertaking other reasonable duties as required by management • Will report to Communication Engineer • Sanctioned by Government to be filled through Contract
21	Field Assistant, Electronics/Computer Hardware/Network Maintenance (FA) – 1 post	<ul style="list-style-type: none"> • KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007.

		<ul style="list-style-type: none"> • The technical team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies • They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs • They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time • He/she has to support SEOC and KSDMA in maintaining the electronics and computer hardware inventory of the office • He/she has to support the system administrator/communication engineer in the maintenance of the electronics and computer hardware systems • He/she has to visit field instruments deployed by SEOC and support the upkeep of the systems • Maintain the digital inventory of assets of KSDMA/KSEOC • Undertake other duties as required by KSDMA/KSEOC
22	Field Assistant, Electrical (FA) – 1 post	<ul style="list-style-type: none"> • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies • They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs • They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time • He/she has to support SEOC and KSDMA in maintaining the electrical systems and inventory of the office • He/she has to undertake repair of electrical systems in the office • He/she has to ensure the smooth functioning of the fire safety systems of the headquarters of KSDMA

		<ul style="list-style-type: none"> • He/she has to visit field instruments deployed by SEOC and support the upkeep of the systems • Undertake other duties as required by the management • Will report to the Communication Engineer • Sanctioned by Government to be filled through Contract
KSEOC - Capacity Building and Projects		
23	State Project Officer (SPO) – 1 post	<ul style="list-style-type: none"> • KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007 • The technical team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies • Will be in-charge of all social outreach projects, capacity building and training programmes undertaken by KSDMA/KSEOC • Manage the capacity building and programmes group of KSDMA • Be aware of Incident Response System • Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster Management Plans • Organize workshops, conferences and mock drills in collaboration with Sectoral Experts of KSDMA, Hazard Analysts, DDMA's, Taluks and Local Governments • Will be in-charge of disability inclusive DRR programmes and tribal inclusive DRR programmes of KSDMA • Support LGBTQ+ inclusive DRR programme of KSDMA • Periodically revise and update the minimum relief code • He/she will be responsible for the management of projects with UN Organizations, NGOs, INGOs and Civil Society Organizations • Manage the Virtual Cadre training and capacity building • Facilitate the preparation of departmental disaster management plans in departments with virtual cadre

		<ul style="list-style-type: none"> • Facilitate routine trainings for the Incident Response Teams notified in the State/District/Taluk/Local Governments • Manage school and hospital safety programmes of KSDMA • Manage matters related to the School Safety Advisory Committee & Hospital Safety Programmes • Lead the Post Disaster Need Assessment exercises of KSDMA • Develop, manage and implement the Information, Education and Communication plan of KSDMA • Manage the Inter Agency Groups of Districts • Contribute to the preparation of Orange Books and guidelines of KSDMA • Manage SENDAI Framework projects, NITI Ayog Projects and such other short-term projects of KSDMA in collaboration with the respective staff • Contribute to the preparation of Disaster Management Plans and Annual Reports
24	Social Capacity Building Specialist (SCBS) – 1 post	<ul style="list-style-type: none"> • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies • They shall be capable of supporting State Disaster Management Authority for the smooth functioning of SDMA and SEOC • They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time • Design terrain and hazard specific training framework for the Local Self Government Emergency Response Teams • Develop and conduct hazard specific social outreach programmes • Develop training programmes for the capacity building of SDMA and DDMA staff • Constantly evaluate the Civil Defense and Sannadham programmes through random surveys and suggest necessary improvements • Assist and play a role in the production of reports, such as programme and annual reports, training manuals and reports • Contribute to the preparation of Disaster Management Plans and Annual Reports • Create hazard specific, institution specific (hospitals, administrative offices, schools, colleges, etc) and open area specific (a local self government, a taluk, a district, a tourism spot etc) mock drill SOPs

		<ul style="list-style-type: none"> • Conduct at least one major statewide mock drill every year • Develop and manage a pool of master trainers for the conduct of various trainings • Develop a training management information system • Support the school and hospital safety programmes and conduct capacity building trainings for these programmes • Support disability, geriatric and palliative care inclusive DRR programmes and conduct capacity building trainings for these programmes • Develop training programmes leading towards long term behavioral change towards disaster alerts • Will report to State Project Officer • Sanctioned by Government to be filled through Contract
KSEOC - Planning		
25	Environment Planner (EP) – 1 post	<ul style="list-style-type: none"> • KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007 • The technical team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies • They shall be capable of supporting State Disaster Management Authority for the smooth functioning of SDMA and SEOC • They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time • Define key areas of environmental concern in disasters (eg. deforestation, rangeland degradation, soil erosion, water conservation, biodiversity, wastes, etc.) • Will examine the disaster management plans from the perspective of environmental laws and regulations • Contribute to post disaster needs assessments • Will ensure synergy of disaster management plans with environmental laws and regulations

		<ul style="list-style-type: none"> • Will lead the technical contributions of KSDMA to the State Action Plan on Climate Change • Will prepare a framework for managing post disaster solid, liquid, chemical and CBRN waste complying to environmental safeguards in the country and based on best practices • Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster Management Plans • Will monitor projects undertaken by KSDMA or DDMA for environmental safeguards compliance • Will participate in public enquiries for and on-behalf of KSDMA on matters involving environmental safeguards and produce reports for supporting decision making • Will make presentations, prepare reports and represent KSDMA in matters relating to Environment • Collect, prepare GIS layers and analyze existing data and information concerning the status of the environment in the State for incorporating into the Decision Support System • Will support Risk Informed Planning and Disaster and Climate Actions Tracking Tool of Local Government Department • Identify environmental assets and threats related to the emergency phase and establish managements plans and SOPs to minimize environmental impacts • Create a framework for the upkeep of healthy environmental conditions in sites where relief camps are established and incorporate this framework into the minimum relief code of the State • Liaise with technical sectors (shelter, sanitation, water, livelihoods, energy, etc.) with a view to minimizing environmental impacts associated with projects and activities in the emergency phase • Where necessary propose environmental projects to rehabilitate initial environmental damage
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26	Safety Engineer (SE) – 1 post	<ul style="list-style-type: none"> • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies • They shall be capable of supporting State Disaster Management Authority for the smooth functioning of SDMA and SEOC • They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time • Prepare a Standard Operating Procedure for CBRN disaster response • Be the lead Incident Response System trainer • Update the Standard Operating Procedures for petro-chemical transportation accident response • Update Festival Safety preparedness framework and Standard Operating Procedures • Prepare hazard specific standard directive and advisory material for issuance to public and emergency response functionaries in case of anthropogenic hazards • Be the internal compliance officer of State EOC for Incident Response System, emergency response protocols and personal safety standards • Prepare personal safety protocols for emergency response in the State • Liaison with Chemical Emergency Response Centre for ensuring that onsite and offsite emergency response plans are prepared in the State • Investigate incident or near-misses and lead root cause analysis of hazmat events • Update and upkeep a database of hazmat accidents in the State in the Decision Support System of KSEOC • Conduct training programmes on CBRN disaster response for emergency response functionaries • Will participate in public enquiries for and on-behalf of KSDMA on matters involving safety and produce reports for supporting decision making • Writing, publishing and presenting research papers, reports, reviews and/or summaries related to weather extremes and consequent impacts • Support School and Hospital Safety Plan preparation and develop safety auditing protocols • Contribute to updating the disaster management plans
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		<ul style="list-style-type: none"> • Support Disability Inclusive DRR programme by supporting the development of safety protocols in accessible formats • Shall examine the files assigned to him/her and submit necessary opinions to Head, SEOC • Sanctioned by Government to be filled through Contract
27	Research Associate (RA) – 1 post <i>(Category fixation awaited from Government)</i>	<ul style="list-style-type: none"> • They shall be proficient in English, Malayalam and Hindi for closely interacting with National Disaster Management Authority and other International Agencies • They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of SDMA, SEOC, DDMA and DEOCs • They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time • Support SEOC in exploring and keeping track of latest domain developments in disaster management • Continuously update the scientific reference base of KSEOC • Maintain the digital library of KSDMA • Maintain the Hydrological observations database of KSEOC • Support researchers and students interning at KSEOC • Explore new methods of risk quantifications • Will report to the Environment Planner • Sanctioned by Government to be filled through Contract
KSEOC – Administration		
28	Office Manager (SEOC) – 1 post	<ul style="list-style-type: none"> • First line supervisory officer of administrative work of SEOC • Ensure that the MTOs, Driver and Office Assistant observe the decorum of office and discharge their duties as per the rules and procedures laid down in the matter • Ensure accuracy of the administrative notes and drafts raised from the sections under his/her control • Impart training to Multi-Tasking Officers on file procedures • Ensure that MTOs exercise proper attention in work • Regulate stationary • Attend directly to correspondence requiring special care such as policy matters, audit queries etc.

		<ul style="list-style-type: none"> • In lieu of an MTO of a concerned seat, directly handle urgent papers and ensure processing of files • Scrutinize the notes prepared by the MTO which contain a summary of the facts of the case, precedents, provisions of laws or rules etc. and supplement with additional facts or opinions as deemed appropriate • Properly flag the files, arrange, number the pages and references for quick processing • In short, the Office Manager has to ensure that the received papers are properly attended to and decisions taken are communicated with the least possible delay. The duty of Office Manager is not over by authenticating the outward communications, but it extends to ensuring their proper dispatch. • The OM maintains discipline in his section and sees to it that his orders or instructions are not disputed or disregarded by his MTO and other staff under his control. • OM should ensure that all papers relating to the subjects allotted to his/her section are promptly accepted and acted upon in that section itself. He/She will have authority to inspect shelves, tables etc. whenever found necessary. • While disposing cases, Office Manager has to ensure that the paper has been circulated to the appropriate levels before final communications are issued. Papers marked to authority members or called for by superior officers should not be disposed of without their knowledge. • Omissions, if any, occurring in such submissions should be watched by the Office Manager and the file should be resubmitted. • Likewise, when an order or noting by a superior Officer is contrary to the statutory rules or declared policy in the matter or when there is factual inaccuracy this has to be politely brought to the notice of the office in order to ascertain that it is not an unintended deviation. • Office Manager should ensure that the 'tappal' is received in time and attended to promptly • When files are received with orders, submission of drafts with the least possible delay should be monitored
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		<ul style="list-style-type: none"> • It should be ensured that the register, special registers and stock files are maintained as per the office instructions. The registers kept in the section should be neat and tidy and periodical inspections should be conducted as per the inspection schedule from time to time. • While conducting such inspection, Office Manager should ensure that the MTOs submit their registers for inspection by superior officers as well, as per the schedule of inspections. Special care should be taken to guard against the missing or loss of papers, registers, reference books etc. when the MTOs leave charge, take charge or when the section itself is shifted to new premises. • The OM (SEOC) will maintain the log book of SEOC • In the case of e-files (DDFS) Office Manager should, <ul style="list-style-type: none"> ▪ go through the system generated returns and take suitable action on items requiring attention ▪ approve the recording of e-files and their categorization. ▪ review the recorded e-file before archival ▪ ensuring proper management of electronic version of Reference books, Office orders, proceedings etc. in the Knowledge Management System • Sanctioned by Government to be filled through working arrangement
29	Multi Tasking Officers - Admin (MTO Ad) – 2 posts	<ul style="list-style-type: none"> • MTO-Admin maintains the technical files of SEOC and routes it to the OM and MS, KSDMA & Head, SEOC • They have to register the papers, maintain the registers prescribed, obtain back-papers, disposals, standing instructions etc. for the processing of cases handled in their seat. • They have to prepare notes which should contain a summary of facts, proposals, if any, made by the other offices of Government or Agencies, rules position in regard to the particular matter under process, standing instructions if any available on the matter etc. • The papers will be submitted with a note as aforesaid within 3 days of their receipt in the seat except in time-limit papers. In calculating the time, holidays of all kinds will be excluded. • The MTO will be primarily responsible for any delay in submission of papers.

		<ul style="list-style-type: none"> • While submitting the files, the MTO should ensure that they are arranged properly, flagged, referenced and properly page numbered. When files are received back with orders, the drafts for communicating the same should be prepared and submitted to the Office Manager immediately. • After approval, the drafts of Orders have to be fair copied for dispatch. The fair copies should be compared, enclosures etc. added and submitted duly initialed for authentication by the Office Manager or other officer concerned. The outward communication should be promptly given over to the section for dispatch. • Special instructions if any in regard to the dispatch has to be carefully observed. Disposed files, have to be docketed and sent to Records, Back files requisitioned from Records have to be promptly returned after use. • The MTO shall be primarily responsible for the safe custody of the files/records in his seat. The Office Manager of each section will draw up a list showing distribution of subjects allotted to the Section among MTOs in the Section. • He/she will also assign a number to each MTOs of the Section in addition to the word, words or letters indicating the Section. • The MTOs themselves responsible for fair copying/taking print out of all drafts sent to him/her at once. When the Office Manager is on leave or absent from duty on any other ground, the fair copies of communications/remarks in files of other Office Manager • Sanctioned by Government to be filled through Contract
30	Driver cum Attendant (DRV) – 2 posts	<ul style="list-style-type: none"> • There will be two Driver cum Attendants in SEOC to ensure round the clock vehicle availability in KSEOC • The Driver cum Attendants will be attending to the office of Head, SEOC while not in driving duty • The Drivers will report to the HRA • Sanctioned by Government to be filled through daily wage

Rebuild Kerala Initiative – Nammal Namukkai – Capacity Augmentation of EOC		
The Rebuild Kerala Initiative has provided support for human resource augmentation. The Technical Staff provided through the support will be utilized in the respective facilities as mentioned against each of them. This capacity augmentation is provided for one year and extendable as approved by SEC		
1	Hydrologist (HYD) – 1 post	<ul style="list-style-type: none"> • KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007. • The scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies • They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of SDMA, SEOC, DDMA and DEOCs • They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time • Formulate and conduct training and capacity building programmes for virtual cadre officials of Water Resources Department • Support site specific investigation missions and develop projects that has disaster risk reduction potential in water resources sector • Work with water resources department in the development of Flood Early Warning Systems (FEWS) and integration of FEWS based warning to the decision support system of KSDMA • He/she will liaison with the Central Water Commission and the Water Resources Department in updating the flood hazard maps • He/she will support in collecting, compiling and collecting hydro-meteorological data for integration in the Decision Support System of the SEOC • Coordinate the preparation of urban storm water drainage master plans • He/she will advise and advocate the preparation of urban and riverine flood management plans with Urban Local Bodies, Central Water Commission and Water Resources Department • He/she will advise and advocate with the virtual cadre officers of Agriculture and Water Resources departments in preparing drought and flood management plans • He/she will support KSDMA in the regional committee for flood mapping • Support the Drought Monitoring Cell and prepare water conservation and water banking programmes

		<ul style="list-style-type: none"> • Coordinate the flood plain zoning with Water Resources Department and contribute to flood plain zoning regulations in collaboration with Local Self Government Engineering Department • Facilitate capacity building in Integrated Water Resource Management and Room for River programmes • Create a knowledge base of best practices for disaster risk reduction in the water sector • Facilitate changes in structural designs of water resources infrastructure considering extreme weather events based on climate change scenarios
2	GIS Specialists (GIS SPEC) – 2 posts	<ul style="list-style-type: none"> • KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007. • The scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies • Will be the custodian of the GeoDatabase of KSEOC • Will undertake quality check of the Geodatabase • Will undertake meta data updation of the Geodatabase • Will interface with Kerala Spatial Data Infrastructure, KSREC, Land Use Board and institutions using Geodata • Update and maintain PM Gati Shakti portal • Support the conduct of Hazard, Vulnerability and Risk Assessment • Maintain the Geodatabase of KaWaCHaM • Supervise the GIS Technicians • Use Web Dynamic Composite Risk Atlas & Decision Support System, NDEM and NDIMS for HVRA • Support Sectoral Experts and Hazard Analysts by facilitating specific spatial data analysis • Have proven WebGIS ability • Adopt Open GIS Data standards and Open GIS platforms for the spatial data management of KSEOC • Support flood plain zoning • Support the preparation of Local, District and State Disaster Management Plans
3	GIS Technicians (GIS TEC) – 3 posts	<ul style="list-style-type: none"> • KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007. • The scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking

		<ul style="list-style-type: none"> • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies • Update the Geodatabase of KSEOC • Gather geospatial information from various departments and agencies • Ensure quality control of the Geodatabase • Update meta data of the Geodatabase • Interface with Kerala Spatial Data Infrastructure, KSREC, Land Use Board and institutions using Geodata • Continuously update the disaster loss database of KSEOC • Update and maintain PM Gati Shakti portal • Contributed to the Hazard, Vulnerability and Risk Assessment with the support of Sectoral Experts, Hazard Analysts and GIS Specialists • Maintain the Geodatabase of KaWaCHaM • Use Web Dynamic Composite Risk Atlas & Decision Support System, NDEM and NDIMS for HVRA • Support Sectoral Experts and Hazard Analysts by facilitating specific spatial data analysis • Have proven WebGIS ability • Use Open GIS Data standards and Open GIS platforms for the spatial data management of KSEOC • Support flood plain zoning • Support the preparation of Local, District and State Disaster Management Plans
4	Architect (ARC) – 1 post	<ul style="list-style-type: none"> • KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007. • The technical team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies • They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs • They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time • Contribute to post disaster needs assessments • Formulate and conduct training and capacity building programmes for barefoot engineers to build cost effective disaster resilient structures

		<ul style="list-style-type: none"> • Support in formulating disaster resilient housing strategies • Assimilate Indigenous Knowledge in safe housing • Update disaster specific safe house designing guidelines • Assimilate knowledge base in architectural design of cost-effective transient shelters and multi-purpose shelters • Facilitate the implementation of heat action plan, lightning action plan and wind action plan through appropriate housing designs and strategies • Support site specific investigation missions • Advocate risk informed housing design through IEC material development • Advocate risk informed spatial planning • Develop projects that has disaster risk reduction potential in the housing sector • Advocate the concept of resilient homes • Support the preparation of Local, District and State Disaster Management Plans
5	Urban Planner (UP) – 1 post	<ul style="list-style-type: none"> • KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007. • The technical team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies • They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs • They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time • Conceive and conduct urban hazard, vulnerability and risk assessments in appropriate scales • Facilitate the convergence of hazard, vulnerability and risk assessments with risk informed urban master plans • Formulate and conduct training and capacity building programmes for urban planners in risk informed planning and prepare a guideline for urban disaster risk reduction • Develop best practices documents for disaster risk reduction in urban areas • Contribute to post disaster needs assessments

		<ul style="list-style-type: none"> • Support site specific investigation missions and develop projects that has disaster risk reduction potential in the urban sector • Conceive and implement urban disaster early warning systems involving residence associations and civil defence systems in the State • Develop projects that has disaster risk reduction potential in the housing sector • Advocate the concept of resilient homes • Support flood plain zoning • Support the preparation of Local, District and State Disaster Management Plans • Facilitate the implementation of heat action plan, lightning and wind action plan • Collaborate with Local Government Department and KILA in increasing the capacities of Urban Local Governments in Disaster Management and update the Urban Local Government Disaster Management Plans
6	Rural Development Specialist (RDS) – 1 post	<ul style="list-style-type: none"> • KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007. • The technical team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking • They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies • They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs • They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time • Conceive and conduct rural hazard, vulnerability and risk assessments in appropriate scales • Facilitate the convergence of hazard, vulnerability and risk assessments with risk informed rural development plans • Formulate and conduct training and capacity building programmes for rural planners in risk informed planning and prepare a guideline for rural disaster risk reduction • Develop best practices documents for disaster risk reduction in rural areas • Contribute to post disaster needs assessments • Support site specific investigation missions and develop projects that has disaster risk reduction potential in the rural sector

		<ul style="list-style-type: none"> • Conceive and implement rural disaster early warning systems involving local government emergency response teams and civil defence systems in the State • Advocate the concept of resilient homes • Support flood plain zoning • Support the preparation of Local, District and State Disaster Management Plans • Facilitate the implementation of heat action plan, lightning and wind action plan • Collaborate with Local Government Department and KILA in increasing the capacities of Panchayaths in Disaster Management and update the Local Government Disaster Management Plans
7	Agriculture Specialist (AGR) – 1 post	<ul style="list-style-type: none"> • They shall be proficient in English, Malayalam and Hindi for closely interacting with National Disaster Management Authority and other International Agencies • They will be assigned emergency time functions requiring 24 x 7 duties and state and outside state assignments depending on need as ascertained by SEOC from time to time • The normal time functions that will be assigned to them includes, but is not limited to, support SDMA in preparing the Local Government, District and State Disaster Management Plans, formulate and conduct training and capacity building programmes for virtual cadre officials of Agriculture Department, support site specific investigation missions and develop projects that has disaster risk reduction potential and advice DDMA/SDMA on streamlining those projects under the overall goals laid in New Delhi Declaration 2016 • He/she will liaison with the Agriculture Department in updating the flood and drought management plans for the state from an agriculture perspective • He/she will support in collecting, compiling and collecting agriculture statistics for integration in the Decision Support System of the SEOC • Support the Drought Monitoring Cell • Shall examine the files assigned to him/her and submit necessary opinions to Architect • He/She will work in the Planning Group and will work closely with the Environment Planner • Sanctioned by Government to be filled through Contract
8	Local Self Government DM Plan Coordinators (LDPC) – 14 posts	<ul style="list-style-type: none"> • Develop a clear understanding of the legal and institutional frameworks of disaster management at all levels. • Be well acquainted with National/State/District Disaster Management Plans and guidelines. • Technical Review of the LSG DM plans submitted to District Planning Office by Local Self Government Institutions.

		<ul style="list-style-type: none"> • If required, facilitate the LSGIs in incorporating DRR perspective in various proposals of their annual development plans. • Act as a liaison between KSDMA, KILA, DDMA and the concerned district level planning offices; coordinate with LSGIs, in order to finalize the LSG DM Plans. • Support KSDMA, KILA and DPO in other activities pertaining to the DM Plans. • Capacity building: Organize and facilitate necessary training programmes to build the capacities of LSGIs with regard to disaster risk reduction, DM Plan preparation/ updation and risk informed planning. • Facilitate resource database such as IDRN by providing data to the DDMA from LSGIs. • Work in close coordination with the Hazard Analyst of the respective DDMA and undertake any public programmes on DRR with the full collaboration and cooperation of DDMA. • Explore the entry points in mainstreaming DRR in LSGIs • Document best practices in LSGI on DRR • The LSG DM Plan Coordinator shall report directly to the District Planning Officer and parallelly to KILA and KSDMA. The reporting format provided by KILA has to be complied • Sanctioned by Government to be filled through Contract
9	Accountants (ACC) – 3 posts	<ul style="list-style-type: none"> • As an augmentation, the RKI has provided support of three Accountants to augment the capacity of Office of KSDMA • Accountant deals with matters connected with the salary and other personal claims of the staff, cash, plan expenditure and contingent expenditure of the SDMA & SEOC with the support and guidance of Finance manager • Other bills pertaining to the office expenses/Plan/Non Plan expenses are also taken care of by Accountant • The Accountant shall collect information, preparing balance sheet, profit and loss statement, and other legal reports with the help of Finance Manager • He/she is responsible for substantiating financial transactions by auditing documents • Reconcile financial discrepancies by collecting and analyzing account information • Verify, allocate, post and reconcile transactions • Support audit • Ensure proper book keeping in Tally Software and account books as needed • Sanctioned by Government to be filled through Contract
10	Multi Tasking Officers (MTO) – 3 posts	<ul style="list-style-type: none"> • As an augmentation, the RKI has provided support of three MTOs to augment the capacity of Office of KSDMA

	<ul style="list-style-type: none"> • They have to register the papers, maintain the registers prescribed, obtain back-papers, disposals, standing instructions etc. for the processing of cases handled in their seat. • They have to prepare notes which should contain a summary of facts, proposals, if any, made by the other offices of Government or Agencies, rules position in regard to the particular matter under process, standing instructions if any available on the matter etc. • The papers will be submitted with a note as aforesaid within 3 days of their receipt in the seat except in time-limit papers. In calculating the time, holidays of all kinds will be excluded. • The MTO will be primarily responsible for any delay in submission of papers. • While submitting the files, the MTO should ensure that they are arranged properly, flagged, referenced and properly page numbered. When files are received back with orders, the drafts for communicating the same should be prepared and submitted to the Office Manager immediately. • After approval, the drafts of Orders have to be fair copied for dispatch. The fair copies should be compared, enclosures etc. added and submitted duly initialed for authentication by the Office Manager or other officer concerned. The outward communication should be promptly given over to the section for dispatch. • Special instructions if any in regard to the dispatch has to be carefully observed. Disposed files, have to be docketed and sent to Records, Back files requisitioned from Records have to be promptly returned after use. • The MTO shall be primarily responsible for the safe custody of the files/records in his seat. The Office Manager of each section will draw up a list showing distribution of subjects allotted to the Section among MTOs in the Section. • He/she will also assign a number to each MTOs of the Section in addition to the word, words or letters indicating the Section. • The MTOs themselves responsible for fair copying/taking print out of all drafts sent to him/her at once. When the Office Manager is on leave or absent from duty on any other ground, the fair copies of communications/remarks in files of other Office Manager • Sanctioned by Government to be filled through Contract
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