

**GOVERNMENT OF KERALA**  
**DEPARTMENT OF DISASTER MANAGEMENT, KERALA STATE DISASTER MANAGEMENT AUTHORITY**  
**NATIONAL CYCLONE RISK MITIGATION PROJECT – KERALA**  
**STATE PROJECT IMPLEMENTATION UNIT**

Institute of Land and Disaster Management, PTP Nagar, Thiruvananthapuram, Kerala – 695038  
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 Website: www.sdma.kerala.gov.in

**Advertisement**

With the support of Ministry of Home Affairs, Government of India and the World Bank, the Government of Kerala through Kerala State Disaster Management Authority is implementing National Cyclone Risk Mitigation Project (NCRMP) Phase II in the nine coastal districts of Kerala. One of the major Components of the project is to build several Multi-Purpose Cyclone Shelters (MPCS). The project in Kerala will be implemented in the nine coastal districts by the Kerala State Disaster Management Authority. For the overall management of the project, the Government has constituted a State Project Implementation Unit for which applications are invited from qualified candidates for the following posts. Interested and eligible candidates may apply for the post based on the qualifications given below within the stipulated time period.

<b>Post No</b>	<b>Post</b>	<b>No. of vacancies</b>	<b>Maximum Salary/month/head</b>	<b>Qualification</b>	<b>Experience &amp; skills</b>	<b>Age as on August 2017*</b>
1/2017	Finance Manager	1	Maximum ₹50,000/month (Commensurate to skills as decided by the Government)	M.Com or B.Com + MBA	Individuals with minimum 20 years experience in Government finance management in the level of Finance Officer or above	45 to 60
2/2017	Environment and Social Specialist	1	Maximum ₹50,000/month (Commensurate to skills as decided by the Government)	M.Sc/M.Tech in Environmental Science/Environmental Technology	Minimum two (2) years' experience in environmental safeguard policies. Good knowledge of the prevailing R&R regulations/laws of the country, state and World Bank equivalent or experience in World Bank/ADB/JAICA	23 to 30

					projects will be given preference.	
3/2017	State Level Community Mobiliser	1	Maximum ₹50,000/month (Commensurate to skills as decided by the Government)	MSW	Minimum two (2) years' experience in disaster management/Social Mobilisation and Development projects.	23 to 30
4/2017	Local Community Mobiliser	2	Maximum ₹30,000/month (Commensurate to skills as decided by the Government)	MSW	Minimum two (2) years' experience in disaster management related projects. Posting will be in any of the coastal districts in the state as decided by the Government.	23 to 30
*Relaxation of age limit will be as applicable to such contract posts in the Science and Technology institutions under Government of Kerala whereby age relaxation for the upper limit is applicable to SC/ST/OBC and other eligible category applicants.						

- Appointments are purely on contract basis for a period of 1 year which is likely to be extended
- All appointees except Post No. 4/2017 (Local Community Mobilizer) will be located in the office of SPIU, Thiruvananthapuram
- Selected candidates will have to sign a contract as laid and approved by the Government
- SPIU, NCRMP, Department of Disaster Management reserves the right to recruit or not to recruit against any position.
- Candidates applying for the posts shall submit two supporting reference letters from previous employers
- Applications without covering letter and not in the prescribed format will be rejected. The cover containing the application must prominently mention the post applied for in the format – Application for the post of \_\_\_\_\_
- The selection will be through an interview and/or written exam after an initial shortlisting to ensure compliance with the qualifications and desirable experience. Mere shortlisting is not an assurance of appointment
- Shortlisted candidates will be informed by email/telephone call (only via email or telephone call; Hence ensure that a working email and telephone number is provided) regarding the date of written test and personal interview
- The appointments will be on contract basis and will purely be based on merit. The appointment is for a period of 1 year (subject to satisfactory completion of 3 months after the appointment)

- All types of canvassing for favouritism in selection will be considered offensive and legal action will be taken against those who attempt to do so.
- Applications must reach the Office Manager, State Project Implementation Unit, NCRMP – Kerala, Kerala State Disaster Management Authority, Dept. of Disaster Management, Govt. of Kerala, ILDM, PTP Nagar, Thiruvananthapuram, Kerala – 695038. Tel/Fax: 0471-2365494. Email: ncrmp.kerala@gmail.com on or before 15<sup>th</sup> August 2017, 5 pm.

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Thiruvananthapuram

Date: 25-07-2017

Sd/-

Project Director

NCRMP – Kerala

## Terms of Reference

### 1/2017: Finance Manager

**Overview of the position:** The Finance Manager will be part of the Project Implementation Unit to achieve the targets of NCRMP-II in nine coastal districts of Kerala. The Finance Manager will be responsible for preparing financial statements, maintaining cash controls, preparing the payroll and personnel administration, purchasing, maintaining accounts payable and managing office operations.

### **Scope of work**

- Ensures that adequate financial controls are in place to maintain propriety and proper accountability of expenditures.
- Ensures the financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial statements; and financial audits.
- Monitors budgets and expenditures and contribute to preparation of budget revision.
- Prepares and submits timely and reliable, financial documents and financial reports Central Government and State Government.
- Establishes a computer based monitoring system for expenditures.
- Checks and ensures that all procurement process and expenditures of the project in accordance with the World Bank procedure. This includes ensuring receipts to be obtained for all payment.
- Checks budget lines to ensure that all transactions are booked to the correct budget lines.
- Providing and interpreting financial information.
- Analysing change and advising accordingly.
- Formulating strategic and long-term budget plans.
- Liaising with auditors to ensure annual monitoring is carried out.
- Developing external relationships with appropriate contacts, e.g. Auditors, solicitors and bankers.
- Responsible for any financial tasks related to organization of conferences, workshops, retreats.
- Reports to the project Technical Officer for any task related to the project.
- Carry out any other activity as directed by the Project Director, Additional Project Directors and Project Manager
- Undertake any activity assigned by Kerala State Disaster Management Authority or District Disaster Management Authority

## **2/2017: Environment and Social Specialist**

**Overview of the position:** The primary role of the Environment and Social Specialist in the Project Implementation Unit is to assist and guide the line agencies in the preparation and implementation of the sub-project specific Detailed Project Reports (DPRs) and to prepare and implement the social dimensions/requirements of the Environment and Social Management Framework (ESMF).

### **Scope of work**

- Preparation and implementation of the sub-project specific Detailed Project Reports (DPRs).
- Carry out the screening exercises and sub-project specific Environment Management Plans and Resettlement Action Plans, where required and integration of findings into the sub-project's decision making cycle have to be carried out by them. Ensuring appropriate application of the ESMF to all components and subprojects.
- Coordinate the preparation of environmental screening report of project sites assessments.
- Preparation of site specific environment management plans (EMP) for selected sub-projects.
- Liaising with various State line departments & other implementing agencies on environmental matters.
- Detailing all the environmental laws and regulations of the state and national government which will apply to specific sub project activities.
- Coordinating with MoEF/State-level regulatory authorities for obtaining environment clearances in a timely manner.
- Organizing training for SDMA staff and line departments on ESMF/EMP implementation.
- Capacity building of contractors on environmental issues, practices and procedures to be followed.
- Identifying and providing oversight to consultants who may be deployed to carry out sub-project specific Environmental Assessment and EMPs of sub-projects (wherever required).
- Prepare information, communication, and education strategy to enable proper conduct of stakeholder consultations.
- Periodic site visits to ensure that environmental requirements in the ESMF are being followed during implementation of projects activities by the Line departments and contractors, including identification of good practices and shortcomings, if any and advice on the remedial corrections.
- Documenting the implementation of ESMF and EMPs.
- Provide necessary inputs to project quarterly progress reports on environmental matters.

- Supporting hiring of external environmental auditors and coordinating the conduct of these audits as per the ESMF requirements.
- Review of the audit plan, the results and recommended corrective action/s.
- Assist and guide the state level PIUs, their line departments, Implementing Agencies (IAs) engaged in the project in community mobilization, preparation, and implementation of resettlement plans, as required, in accordance with the ESMF.
- Assist the above stakeholders in the preparation and implementation of RAP for sub-projects which trigger adverse social concerns for the Project Affected People (PAPs).
- Carry out, wherever required an initial poverty and social assessment, sample socio-economic survey, and detailed inventory of affected assets and losses
- Ensure disclosure of the sub-project Resettlement Plan to the affected persons.
- Provide guidance to line departments/implementing NGOs in the preparation of information materials related to resettlement, consultation on resettlement/ relocation options and finalization of individual entitlements, verification, and delivery of compensation and allowances, house reconstruction (if required) prior to dispossession or displacement.
- Wherever land acquisition issues are involved, liaise with District Collectors and relevant authorities to expedite land acquisition process and assist in finalizing estimates of compensation
- Monitor all land acquisition and resettlement related activities.
- Extend assistance to PIU and line departments in effectively addressing the grievances of the PAPs in line with Grievance Redressal mechanisms.
- Prepare monthly progress reports highlighting implementation progress, issues/constraints that require decisions by the PIUs and other agencies involved.
- Carry out any other activity as directed by the Project Director, Additional Project Directors and Project Manager
- Undertake any activity assigned by Kerala State Disaster Management Authority or District Disaster Management Authority

### **3/2017: State Level Community Mobiliser**

**Overview of the position:** The State Community Mobiliser will ensure State and district level community participation at all phases of project implementation.

#### **Scope of work**

- Carry out the trainings and capacity building and will look into overall implementation of the training of trainers (ToT) programmes in the respective state and further training programmes at district and sub district level.
- Lead the work of trainings in the key sectors identified for the project.
- Carry out trainings and capacity building and will look into overall implementation of the training (ToT) programmes in the State and further training programmes at district and sub district level.
- Customize the Modules developed for trainings.
- Facilitate and coordinate community consultation, meetings, discussions, trainings
- Commune with the local community to raise awareness on the project.
- Provide necessary inputs in monitoring and evaluation stages of the project as per formats on regular basis.
- Assist SPIU/DPIU in community mobilisation activities of the project with the aim to complete the activities within the time schedule.
- Prepare monthly progress reports in specified formats for submission to SPIU.
- Carry out any other activity as directed by the Project Director, Additional Project Directors and Project Manager
- Undertake any activity assigned by Kerala State Disaster Management Authority or District Disaster Management Authority

#### **4/2017: Local Community Mobiliser**

**Overview of the position:** The Local Community Mobiliser, who shall report to State Project Implementation Unit [SPIU] and to District Project Implementation unit [DPIU] will ensure district level community participation at all phases of project implementation.

#### ***Scope of work***

- Act as liaison between State Project Implementation Unit [SPIU] and District Project Implementation unit [DPIU]
- Facilitate and coordinate community consultation, meetings, discussions, trainings and demonstration activities.
- Conduct regular field visits to the construction site to identify, record and report on the progress on the work as per time schedule.
- Report to SPIU/DPIU on relevant social and environmental issues related to the project that needs attention and maintain a record of corrective measures taken.
- With the support of SPIU/DPIU, interact with individuals/community and contractors to gather information on issues if any related to the project.
- Commune with the local community to raise awareness on the project.
- Coordinate with various departments to obtain necessary data for Detailed Project Report preparation.
- Provide necessary inputs in monitoring and evaluation stages of the project as per formats on regular basis.
- Assist SPIU/DPIU in community mobilisation activities of the project with the aim to complete the activities within the time schedule.
- Prepare monthly progress reports in specified formats and submit the same to DPIU and SPIU.
- Carry out any other activity as directed by the Project Director, Additional Project Directors and Project Manager
- Undertake any activity assigned by Kerala State Disaster Management Authority or District Disaster Management Authority

**APPLICATION FORM FOR THE POST OF \_\_\_\_\_**

NATIONAL CYCLONE RISK MITIGATION PROJECT, STATE PROJECT IMPLEMENTATION UNIT - KERALA  
KERALA STATE DISASTER MANAGEMENT AUTHORITY, DEPT. OF DISASTER MANAGEMENT, GOVT.  
OF KERALA, ILDM, PTP NAGAR, THIRUVANANTHAPURAM – 695038  
EMAIL: NCRMP.KERALA@GMAIL.COM; TEL/FAX: 0471-2365494

(TO BE FILLED IN CAPITAL LETTERS)

Post applied for : Post No:

1. Name of the applicant :

2. Sex : Male Female

3. Date of birth & age :

4. Marital status : Unmarried Married

5. Religion & caste :

6. Father's name :

7. Nationality :

8. Educational qualifications :

Name of exam	Discipline/Subject	Name of College/University	Year of passing	% of total marks

9. Work experience :

Name of organization	Type of organization (Govt./PSU/Pvt)	Post held	From (Month & Year)	To (Month & Year)	Scale of pay	Job responsibilities

10. Training programmes/ Workshops/Conferences attended with details of paper presentation, if any :

11. Correspondence address with Pin code, telephone number & email id :

12. Permanent address with Pin code, telephone number & email id :

### **Declarations**

I hereby declare that the above information is true and correct to the best of my knowledge. I fully understand that in the event of any information being found false or incorrect at any stage, my candidature for selection/appointment is liable to be cancelled/terminated and or appropriate action can be taken against me.

Date:

Signature of the candidate

**Note for candidates:** If need be, the appointing authority will contact previous employees/referees for verification. Candidates should ensure that the email id & telephone numbers provided are in working condition. Norms of selection will be as per those applicable for contract posts in the Science and Technology institutions under Government of Kerala. Relaxation of age limit will be as applicable to such contract posts in the Science and Technology institutions under Government of Kerala whereby age relaxation for the upper limit is applicable to SC/ST/OBC and other eligible category applicants. Eligibility for age relaxation should be proven by producing necessary certificates from competent authority. Applications should reach this office on or before 15<sup>th</sup> August 2017 via post or by personal submission to SPIU, NCRMP-Kerala.