

**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

Email: ncrmp.kerala@gmail.com; Tel/Fax: 0471-2365494

Website: [www.disasterlesskerala.org](http://www.disasterlesskerala.org)

**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>
1.	Construction Manager	1	Maximum 50,000/- (Commensurate with experience)	Graduate/ Post Graduate in Civil Engineering. PG in Structural Engineering will be given preference. Experience in Project Management desirable	10 years' Experience in Design Construction and supervision of Buildings
2.	State Level Community Mobiliser	1	Maximum 50,000/- (Commensurate with experience)	MSW	2 years (Experience in Disaster Management desirable)
3.	Office Assistant	1	Maximum 30,000/-	Any Degree more than 70% mark	Good English and Malayalam Grammar skill, Malayalam English Typewriting, Computer Knowledge, Writing skill will be considered

- Appointments are purely on contract basis for a period of 1 year which is likely to be extended
- All appointees except 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 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 State Project Manager, State Project Implementation Unit, NCRMP – Kerala, 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 22<sup>nd</sup> January 2018, 5 pm.

This advertisement was published in the internet ([www.disasterlesskerala.org](http://www.disasterlesskerala.org)) on 11 -01-2018.

Thiruvananthapuram

Date: 11. 01.2018

State Project Manager

NCRMP – Kerala

## **Terms of Reference**

### **Construction Manager**

#### **Overview of the position**

The Construction Manager will be part of the Project Implementation Unit to achieve the targets of NCRMP –II in the nine coastal districts of Kerala. The Construction Manager will be responsible for planning, co-ordination and ensuring that the construction is in compliance with National Building Codes and Quality standard. She/he will report to the Project Manager and will provide technical assistance and advice to the implementing agencies through the SPIU and PWD, Kerala.

#### **Scope of work**

- 1) Review designs of Multipurpose Cyclone shelters (MPCS), evacuation routes, construction and quality control methods, review certification of works, conforming specifications and drawings prepared by Kerala State PWD (implementing agency) ;
- 2) Visit proposed sites for construction and assess the feasibility of the design of the structures proposed for construction at each site, before recommending the same for approval by the Project Manager (PM);
- 3) Provide necessary assistance to Kerala State PWD to prepare design reports. In case of item rate contracts, review the detailed engineering design and drawings prepared by PWD;
- 4) Provide necessary oversight inputs to PWD and Project Manager on matters relating to detailed engineering design and drawings prepared by PWD;
- 5) Approve the MPCS designs for various capacities based on applicable designs standards and construction norms and submit to PM/World Bank for final concurrence;
- 6) Review Detailed Project Reports (DPR) and tender documents prepared for Access Roads and MPFS subcomponents, and ensure that the same is in compliance with the procurement plan approved.
- 7) Prepare/update annual procurement plans and submit the same to PM and World Bank for approval;
- 8) Review standard bid documents prepared by PWD before submission to World Bank for approval;
- 9) Review tender evaluation reports prepared by PWD and provide inputs to Project Manager (PM) for approval/ appropriate course of action;
- 10) Assist State Project Implementation Unit (SPIU) in carrying out procurement, prepare technical specification for goods, Terms of Reference (TOR), consultant services etc;
- 11) Assist State Project Implementation Unit(SPIU) in carrying out procurements, consultant selection, technical specifications for goods, finalizing RFPs/bid documents, particularly the qualification requirement, conditions of the contracts, Terms of Reference (ToR) for consultant services, and quality assurance plan for the civil works contracts and supply contracts;
- 12) Assist PM in reviewing and approving procurement contracts for civil works, goods and services undertaken in the project;

- 13) Prepare regulatory framework and procedures for dispute resolution of contracts;
- 14) Assist the SPIU and PWD in developing quality control procedures. Prepare a quality control program and ensure implementation by PWD;
- 15) Ensure quality of the work during construction;
- 16) Prepare/review documentation on norms, procedures, and costs estimates in consultation PWD, and or other authorized stakeholder for maintenance of assets post construction stage including review of guidelines for use of the assets established under the project;
- 17) Coordinate and supervise the work PWD and monitor progress of work by Contractors, consultants and services of PWD, as applicable
- 18) Assist Project Manager and or his authorized personnel and execution agencies in implementing and updating the procurement plan for the project;
- 19) Compile and prepare all progress reports as per World Bank and GOI requirements, from time to time;
- 20) Any other work as assigned by the Project Manager from time to time.

### **Terms of appointment**

- Appointment is purely on contract basis for a period of 1 year which is likely to be extended
- The individual will report to the State Project Manager, SPIU and work in close coordination with the staff of SPIU
- Individuals will be located at the office of SPIU and will travel to other districts as required under the direction of Project Manager
- In the event of information given in the Application form or any other documents is found to be false information/incorrect documents, even after joining with SPIU, their services are liable to be terminated.
- SPIU, NCRMP, Department of Dis
- aster Management reserves the right to recruit or not to recruit against any position advertised.

### **Expression of Interest**

- Interested candidates will submit their expression of interest in the prescribed application format attached herewith to SPM, Room No:E-203, ILDM, PTP Nagar, Trivandrum on or before  
22 /01/2018 by registered post or deliver them by hand.
- Self-attested copies of education and experience certificates, other relevant documents should be submitted along with application form and the originals should be produced for verification at the time of interview.
- For any Queries, Contact 0471-2365494.

## **State Community Mobiliser**

### **Over view of the position**

The primary duty of the State Level Community Mobiliser is to help the State Project Implementation Unit in ensuring community mobilisation and coordinate the social capacity building as envisage by the project.

### **Scope of Work**

- Assist the State Level PIU and State PWD in Community Mobilization activities
- Provide input to community Consultation, Meetings, Discussions, Training and Demonstration activities
- Assist the implementing agency in tackling issues which may have potential adverse social impacts.
- Ensure disclosure of project related information to the community
- Submit SPIU and PWD in the preparation of information material related to project
- Monitor all community level activities performed at SPIU and DPIU level
- Extend assistance to PIU and PWD in effectively addressing the grievances of community
- Prepare monthly progress report on implementation progress, issues/constraints that require decisions by the PIU's and other agencies involved
- Any other work as assigned by the project Manager time to time

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## **Office Assistant**

### **Overview of the position**

The Office Assistant will be responsible for providing administrative assistance in project implementation and management.

### **Scope of Work**

- 1) Perform day-to-day project correspondence, share information and ensure appropriate follow-up actions are taken.
- 2) Organise and help process project related files, agreements and other relevant documents
- 3) Draft correspondence, record minutes of meetings, arrange for processing government clearances, make travel arrangements for staff and related tasks.
- 4) Liaise with various departments and staff for day-to-day implementation of project activities.
- 5) Maintain a schedule of planned meetings and cooperate and the relevant officers of arrangement of workshops/meetings materials.
- 6) Assist in preparing evaluation reports, annual project reports, and update projects files.
- 7) Prepare all documentation for contract issuance.
- 8) Assist with the procurement needs of office and ensure timely provision of service and equipment, stationary and other utilities required.
- 9) Provide travel services as required.
- 10) Perform other duties assigned by the Project Manager.

### **Terms of appointment:**

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**APPLICATION FORM FOR THE POST OF \_\_\_\_\_**  
**NATIONAL CYCLONE RISK MITIGATION PROJECT,**  
**STATE PROJECT IMPLEMENTATION UNIT, KERALA DEPT. OF DISASTER**  
**MANAGEMENT, GOVT. OF KERALA IJDM, 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 :

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



9. Work experience :

<b>Name of organization</b>	<b>Type of organization (Govt./PSU/Pvt)</b>	<b>Post held</b>	<b>From (Month &amp; Year)</b>	<b>To (Month &amp; Year)</b>	<b>Scale of pay</b>	<b>Job Responsibilities</b>

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. Age relaxation is applicable to SC/ST/OBC and other eligible category applicants as per Govt. of Kerala norms. Eligibility for age relaxation should be proven by producing necessary certificates from competent authority. Applications should reach this office on or before 22/01/2018 via post or by personal submission to SPIU, NCRMP-Kerala.