



Udyog Bhawan (Second Floor), East Gandhi Maidan, Patna 800 004
(Centre of Excellence in Disaster Management (CoEDM))

Job description

Job title: Project Associate – Planning (Environment or Urban & Regional Planning)

Background

Bihar is prone to multiple hazards including floods, earthquakes, drought, cyclonic storms, fire, hailstorms, and lightning of high severity. 28 of the total 38 districts in the state are prone to floods. Areas in south Bihar that were historically not flood prone have also started experiencing flooding in recent years due to various climatic and human factors. A large part of the state is also prone to seismic activities and cover multiple seismic zones. In 2018, the State faced serious drought, which affected 280 blocks of 25 districts. The State also faces extreme heat and cold wave conditions in peak summers and winter, respectively. The complexity has got further enhanced in 2020 with the biological hazard of SARS-CoV2 and related challenges. Mass casualties due to fire incidences and road-traffic accidents are also high in Bihar among human induces hazards. Lightning and high-speed winds in parts of the state have also added further distress.

Disaster Management Department is the nodal department of the government for effective management of disasters through timely response by coordinating and monitoring emergency relief as well as implementing long-term mitigation measures by mainstreaming Disaster Risk Reduction in development planning.

The Department of Disaster Management (DMD) has signed MoU with the Development Management Institute to establish a 'Centre of Excellence in Disaster Management (CoEDM)' at Development Management Institute (DMI), Patna. This Centre is functioning as an academic project unit of DMI with its own dedicated human resources team and infrastructure support with focus on disaster management studies through training, research, education, and consulting activities.

Vacancy

The CoEDM, at DMI Patna requires the services of suitable candidates with strong academic orientation to serve as 'Project Associate- Planning' on contract basis, initially, for a period of two years with the possibility of renewal, contingent upon individual performance and continued funding.

Qualification & Experience required

- Master's Degree in Environmental Planning or Urban and Regional Planning
- Experience of work in Disaster Management shall be preferred.

Job Requirements

- Good command in English and Hindi languages.
- Good communication skills (written and verbal).
- Well versed in Microsoft Office (Word, PowerPoint, Excel).
- Experience of usage of technology at work
- Demonstrate creativity in Documentation and compilation of information.
- Good computer skills in operating the website, spreadsheets, and presentation software.
- Good skills of data analysis and report generation, interpretation in terms of action required.
- Good interpersonal and public relations skills; ability to work with a team in a multi-stakeholder environment.
- A self-motivated person with a strong desire to learn; undertake new challenges, creative & innovative.
- A good sense of information/data quality and excellence of work.
- While the work headquarters would generally be at Patna, should be willing to work in the field outside the headquarters.

Key Responsibilities

- Do web-based desk research to collate and compile information
- Compilation of case studies, best practices in disaster risk reduction
- Compilation of training material from online sources, all formats in English and Hindi
- Literature survey on the theme with regards to disaster management
- Interaction with field functionaries to collate data and information
- Assist in preparation of training materials
- Assist in organizing training programs
- Willing to work in the field intermittently outside the headquarters
- Collate the data from the target and/or training participants and present it upon analysis
- Actively demonstrate willingness to learn, to work hard and coordinate with diverse partners with a good sense of information/data quality and excellence of work.
- Any other work, as assigned by the Coordinator, CoEDM and the Director, DMI

Compensation

Competitive (Pay Band 9300-34800); Based on qualifications/experience.

Mode of application online through the DMI website.