



F.No. 5-15/2019-CDRI/part-4

Government of India

NATIONAL DISASTER MANAGEMENT AUTHORITY

“NDMA Bhawan”, A-1 Safdarjung Enclave,

New Delhi –110029

Ph:011-26701808



Sub: Advertisement for one position of Specialist/Expert (Administration & Procurement) and one position of Specialist/Expert (Accounts) in Coalition Disaster Resilient Infrastructure (CDRI) Division in NDMA on contract basis. The present contract will be for a period up to 31.03.2020

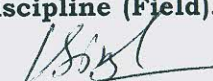
CDRI invites applications from persons with qualification and expertise in country to act as one Specialist/Expert (Administration & Procurement) and (Accounts) on contract basis in the following subjects/disciplines (fields):-

S.No.	Name of Post	Post in Nature	Vacancy	Salary	Educational Qualification	Post qualification Experience
1	Specialist/Expert (Administration & Procurement)	Contractual	1	Rs 50,000/Per month Consolidated	Bachelor's degree in any discipline from a recognized university/institution.	Minimum 6 years work experience in Govt./PSU/Private institutions in Administration/Procurement/related field. (For details visit at http://ndma.gov.in)
2	Specialist/Expert (Accounts)	Contractual	1	Rs 50,000/Per month Consolidated	Bachelor of commerce in accounting/finance/taxation/accounting or BBA in Accounting/finance	Minimum 6 years work experience Govt./PSU Private institutions in accounts http://ndma.gov.in

2. The details terms and conditions and eligibility criteria (educational qualification, experience etc) for engagement of one position of Specialist/Expert (Administration & Procurement) and one position of (Accounts) is indicated in the Term of Reference (ToR) of the above disciplines and may be seen on NDMA website at <http://ndma.gov.in>

3. Interested individuals may send their bio-data in the prescribed Performa available on the NDMA website alongwith certificates establishing educational qualification, experience to Shri Abhishek Sharma, Sr. Research Officer (CDRI), National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029. Phone no. 011-26701814, Email: sro-mitigation@ndma.gov.in within 30 days from the date of publication of advertisement in the employment news.

Important Note: Separate applications are required to be sent for each discipline (Field). Incomplete application will not be considered.


(Vijay Singh Nemiwal)
Joint Advisor (MP&P)

Application of engagement as Specialist/Expert (Administration and Procurement) and (Procurement) in CDRI division of National Disaster Management Authority in the discipline/position of _____

Post applied for: _____

1. Name: _____

2. Father's Name: _____

3. Date of Birth: _____

4. Male/Female: _____

5. Domicile: _____

6. Nationality: _____

7. Mailing Address (with Tel./Mob. No. and email address)

8. Permanent Address: _____

9. Educational qualification:

Sl. No.	Course	Subject	Universities/ Institute	Year of Passing	Division/ Class
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10. Work Experience:

Sl. No.	Organization/ Institute	Period		Nature of Work	Remarks
		From	to		

11. In case of Retired Government Servant, Grade Pay/Pay Band must be indicated: _____

12. Whether SC/ST/OBC:

13. Reference

(i) (ii)

(Signature)

Date: _____

Mobile No: _____

e-mail address: _____

Terms of Reference

Specialist/expert- Administration and Procurement (CDRI)

1.	Background/ Objective/Scope	<p>Coalition for Disaster Resilient Infrastructure (CDRI) Global Coalition for Disaster Resilient Infrastructure (CDRI), envisaged as an inter-country knowledge exchange and capacity development partnership. The Coalition will serve as a platform where knowledge is generated and exchanged on different aspects of disaster and climate resilience of infrastructure. It will bring together technical expertise from a multitude of stakeholders and in doing so, it will create a mechanism to assist countries to upgrade their capacities and practices with regard to infrastructure development in accordance with their risk context and economic needs. The Coalition will enable countries at all stages of development to access and disseminate knowledge and resources to/ from other members to make their infrastructure resilient and thus, contribute to each other's economic growth and sustainable development.</p> <p>Interim-Secretariat of CDRI In order to implement the activities required to establish the CDRI, an Interim-Secretariat will be established as a separate office, to manage the day to day activities.</p> <p>Objective of the this Position: The expert/specialist will support to the Interim-Secretariat to initiate, monitoring inventory stock, prepare purchase order, resolve order problem, update files records etc. related to CDRI.</p>
2.	Qualifications, Eligibility and Experience	<p>Qualifications: Bachelor's degree in any discipline from a recognized university/institution.</p> <p>Experience: Minimum 6 years work experience in Govt./PSU/Private institutions in Administration /Procurement/related field.</p> <p>Desirable: 1. Post Graduation in management/supply chain/ administration or related subjects. 2. Verbal and written communication, analytical skills, negotiation, problem solving, facilitation, teamwork, multitasking; Microsoft Office (Excel, PowerPoint, Word), SAP purchase order systems.</p> <p style="text-align: center;">Or</p> <p>Central/State Government officer retired at level 9 and above as per 7th CPC or equivalent .</p>

3	Role and Responsibilities	<p>Administrative Related Work:</p> <ul style="list-style-type: none"> • General Duties: the general duties of a administrative experts are distribution of work among the staff as evenly as possible; training, help and advising the staff; management and co-ordination of work; maintenance of order and discipline in the section maintenance of a list of residential address of the staff. A Desk Officer is expected to put up papers directly to the Division Head. • Transportation Related: To look after Motor Transport Section and carry out all the responsibilities pertaining to maintenance and upkeep of govt. vehicles. • Audit Related: To attend audit observation regarding Administration, Stores, Procurement and settle the objections if any, in this respect. Responsible to initiate action for agreements and contracts for large purchases / supplies. • Update and File Records:-Procurement administrators perform inventory and administrative tasks like preparing and forwarding invoices, updating databases, filing, and organizing documents for accounts. They also provide additional administrative support for team members as needed. <p>Procurement Related work:</p> <ul style="list-style-type: none"> • Monitor Inventory Stock:- A key part of this job is monitoring inventory stock. This includes observing whether the appropriate items have arrived and determining what needs to be reordered. Procurement administrators must be aware of low supplies so they can make purchase orders in advance of stock running out. • Suppliers:- Procurement administrators work with suppliers to negotiate material and order costs, and compile cost reports for invoices. In some cases, bargaining may be necessary to get the best rates possible. • Prepare Purchase Orders:-Procurement administrators prepare purchase orders and send order requests to suppliers. They also update records and follow up with vendors to check if the order is being processed. • Resolve Order Problems:-If issues arise with shipments or orders are incorrect or late, procurement administrators work with the supplier to resolve the issue. They build strong relationships with key contacts within these companies, working with them closely to fix problems as quickly as possible. • Other: Any other work to be assigned as requirement by CDRI
4	Remuneration	Expert/Specialist - Rs. 50000/- PM consolidated.
5	Period of Consultancy	<p>(a) Initially the consultancy period will be for a period of One year. This is extendable based on performance and mutual consent of both parties for 2 more years.</p> <p>(b) The CDRI can remove the incumbent at any time by giving one month's notice or the incumbent can also resign from the assignment by giving one month's notice to CDRI.</p>

Terms of Reference

Specialist/expert – (Accounts)

1.	Background/ Objective/Scope	<p>Coalition for Disaster Resilient Infrastructure (CDRI) Global Coalition for Disaster Resilient Infrastructure (CDRI), is envisaged as an inter-country knowledge exchange and capacity development partnership. The Coalition will serve as a platform where knowledge is generated and exchanged on different aspects of disaster and climate resilience of infrastructure. It will bring together technical expertise from a multitude of stakeholders and in doing so, it will create a mechanism to assist countries to upgrade their capacities and practices with regard to infrastructure development in accordance with their risk context and economic needs. The Coalition will enable countries at all stages of development to access and disseminate knowledge and resources to/ from other members to make their infrastructure resilient and thus, contribute to each other's economic growth and sustainable development.</p> <p>Interim-Secretariat of CDRI In order to implement the activities required to establish the CDRI, an Interim-Secretariat will be established as a separate office, to manage the day to day activities.</p> <p>Objective of the this Position: The expert/specialist will support to the Interim-Secretariat of CDRI.</p>
2.	Qualifications, Eligibility and Experience	<p>Qualifications: Bachelor of commerce in accounting/finance/taxation/accounting or BBA in Accounting/ finance .</p> <p>Experience: Minimum 6 years work experience Govt./PSU Private institutions in accounts.</p> <p>Desirable:</p> <ul style="list-style-type: none">• C.A./ICWA/Post graduation in Commerce/Accounts and related subjects.• Understanding of accounting principles and current financial legislation.• Exceptional time management, communication, and problem solving skills.• Strong math and research skills. Basic computer skills with knowledge of bookkeeping software.• Organized and detail-oriented.• Ability to accurately and efficiently analyze data. <p style="text-align: center;">Or</p> <p>Central/State Government officer retired at level 9 and above as per 7th CPC or equivalent having worked in account related work.</p>
3	Role and	<ul style="list-style-type: none">• Using documents to verify record and process transactions.

	Responsibilities	<ul style="list-style-type: none"> • Maintaining accurate and complete records, including ledgers, journals, invoices, receipts, and information related to supplies and inventory. • Assisting the accounting department in daily, monthly and annual activities, including generating financial reports, developing budgets, preparing taxes, and assisting with audits and resolving discrepancies. • Speaking with vendors and suppliers to ensure charges are accurate and that payments are received in a timely manner. • Communicating with clients to discuss account statuses, charges, or discrepancies. • Participating in ongoing education opportunities to learn about industry trends and developments, current financial legislation, and company policies and procedures. • Any other work to be assigned as requirement by CDRI.
4	Remuneration	Expert/Specialist - Rs. 50000/- PM consolidated.
5	Period of Consultancy	<p>(a) Initially the consultancy period will be for a period of one year. This is extendable based on performance and mutual consent of both parties.</p> <p>(b) The CDRI, can remove the incumbent at any time by giving one month's notice or the incumbent can also resign from the assignment by giving one month's notice to CDRI.</p>