



F. No. 01-03/2024-Admn
 Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
 NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi –110 029
 Tel. No. 26701700



Sub: Advertisement for the position of Project Manager (GIS Management) in National Disaster Management Authority (NDMA) on contract basis.

NDMA invites applications from Indian national having requisite qualification and experience for following position:-

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1.	Project Manager (GIS Management)	Contractual	02 (Two)	<p>Essential: -Master's degree ECE/Civil/IT/Geo-Tech, or in Physics/geography/geology/env ironmental science/remote sensing/geo-informatics or any other related disciplines.</p> <p>Desirable: - A research degree (Ph.D) or M.Tech in Remote Sensing/Geo-informatics related subject.</p>	<ul style="list-style-type: none"> Experience in GIS applications related area Duration of research work (PhD/Post Doctoral) will be counted for work experience either in actual or maximum 5 years in total. Field experience in the project with substantial use of disaster risk reduction and mitigation will be given more weightage in the selection process Both the educational qualifications and work experience must prove the credentials of the applicant as an established expert in the field <p>Note: - Retired government officials with matching education and experience, with maximum age of 62 years and who have held a position with grade pay of INR 7,600/- or more may also apply. Retired Govt. employees engaged for the position shall be regulated as per MoF, DoE OM No. 3-25/2020-E.III.A dated 09/12/2020.</p>	40 years for Project Manager (In case of retired Govt. employee, maximum age limit is 62 years.)

- Remuneration Band** Rs. 75,000/- - Rs. 1,00,000/- for Project Manager, Remuneration in respect of retired Government employee engaged for the position shall be regulated as per Ministry of Finance, Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09th December, 2020.
- The detailed terms and conditions and eligibility criteria (educational qualifications, age, experience etc) for engagement of above position are indicated in the Term of References (ToR) and may be seen on NDMA website at <http://ndma.gov.in>.
- Essential /desirable educational qualifications and experiences will be verified with original certificates.
- Interested individuals may apply for the position online through NDMA website within **20 days** from the date of publication of advertisement in the employment news.
- Applications will be considered only once applicants apply through NDMA job portal (<http://ndma.gov.in>). No other means of application will be considered. For any assistance to apply online, kindly call @ 9958136496/ 9873997934.

Important note: Incomplete application will not be considered and NDMA reserves the right to reject such applications without assigning any reason.

(Abhishek Biswas)
 Under Secretary (Admn)

National Disaster Management Authority
Government of India
Position: 2 Project Manager
Subject – GIS Management

1. Background

The National Disaster Management Authority (NDMA) is the apex-level institution for disaster management in India. The Disaster Management Act, 2005 provides for setting up the NDMA along with a host of other institutions at the national, state, and district levels. Chaired by the Prime Minister, the NDMA is mandated to lay down the policies, plans and guidelines for disaster management, and implement various programmes related to various aspects of disaster management. Since its inception, NDMA has taken several initiatives and programmes in strengthening disaster preparedness and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country.

NDMA has developed GIS based application tools to create custom applications to meet specific user needs, ranging from spatial data conversion programs to interface designs that support inexperienced users to unlock the information and use it to identify patterns, make better decisions on a continuous basis, NDMA is using GIS to analyses complex situations, visualize problems, and create plans and solutions, which will also increase the efficiency, improving communication and collaboration and help to coordinate work across organizations. This is a focused area that requires specialized skills and partnership with concerned Ministries/Departments and other institutions dealing with the required expertise.

2. Job Description

Working within the Mitigation Division, the Project Manager will assist the Member and Advisor, Mitigation in developing various programmes and technical assistance related to the subject. The Individual will develop guidelines for formulation and implementation of GIS management programme. The Individual will monitor the GIS situation in the country, set up a monitoring framework. The Individual work with the GIS and database team to set up a database.

3. Position (in numbers): 2

4. Key Tasks and Responsibilities

Project Manager will work under the overall supervision of the concerned Member/ JS / Advisor, NDMA and attend to following tasks and responsibilities:

- Project Manager (GIS Management) will provide technical assistance to NDMA in the implementation of the state of art geospatial lab within NDMA and support coordination with the central and state agencies.
- In addition, Project Manager will assist NDMA in developing projects and programs and its implementation with monitoring.

- The Individual will also undertake capacity-building and strengthening measures to escalate the use of geospatial technology in DRR among all the stakeholders.
- Provide technical advice on related matters related to GIS and help to coordinate with other organizations and entities working in this area.
- Support formulation of geospatial policies, strategies, and guidelines to strengthen the geospatial technology to be use in disaster management in the country.
- Provide technical assistance to central and state governments in developing an integrated geospatial platform to provide information on emergency management facilities for the prevention of hazards.
- Develop Integrated Hazard-zonation Map of different part of the country with respects to various natural/man made hazards at different map scale or resolution along with census data for their easy implementation as effective tools for mitigation measures and decision-making processes for pre during and post disaster se scenario.
- Contributions in risk mapping with respect to hazard & vulnerability with assistance from Academia, Research institutes and other professional bodies.
- Contributions in implementing the State of Art GIS lab in NDMA to provide support to all stakeholders.
- Carry out secondary research on different aspects and global trends in geospatial technology and its use in the field of disaster risk management and prepare thematic papers and strategies
- Documents national & global good practices on utilization of geospatial technology in disaster management and disseminate them to key internal and external stakeholders.
- Support in organizing international/national workshops, seminars, and conferences.
- Any other assignment/work on the subject given by the concerned Member/JS/Advisor, NDMA.

Deliverables:

The Project Manager will be responsible for delivering the following: -

- An initial action plan on GIS needs and recommendations for interventions.
- A comprehensive GIS intervention programme, which involves the application of guidelines, protocols, and tools.
- Convening training programmes which apply training materials and resources for capacity building initiatives.
- Regular progress reports on implementation activities and outcomes.
- An annual report summarizing the achievements, challenges, and recommendations for sustaining GIS services in the long term.

5. Duty station: New Delhi, India

The Project Manager will be based at NDMA, New Delhi and is required to travel to field locations, as necessary, to support intervention implementation and monitoring.

6. Status (Full time/Part Time/Short term or Long-term): Full Time. It is a full-time engagement and Project Manager shall not take up any other assignment during the period of engagement with NDMA).

7. Competencies and Skills required:

- Promoting the vision of NDMA
- Strengthening technical expertise
- Formulating concepts and strategies
- Managing resources
- Ability to work in a team situation and engage with diverse stakeholders
- Inter-personal and communication skills
- Proactive engagement and dialogue
- Strategic advice and communication
- High order skills in operating spreadsheets and databases
- Skilled in making presentations

8. Language proficiency: Fluency in written and spoken English is required for this position.

9. Educational Qualifications (Essential/Desirable):

- Essential Qualifications: Master's degree ECE/Civil/IT/Geo-Tech, or in Physics/geography/geology/environmental science/remote sensing/geo-informatics or any other related disciplines.
- Desirable Qualifications: A research degree (Ph.D) or M.Tech in Remote Sensing/Geo-informatics related subject.

10. Age, Experience, Salary: These would be as shown below and as updated in Recruitment Handbook of NDMA from time to time.

Position	Post qualification Experience @	Upper Age Limit	Remuneration Band (inRs.)
Project Manager	3 years	40 years	75,000 – 1,00,000

* pl refer to para 11 (Experience) below.

**The annual increase is given on satisfactory performance. For outstanding performance, a two-step (each step is Rs 5000) increase may be given to the Project Manager. In any case the remuneration will not increase beyond the highest range of the corresponding remuneration band. In such cases the remuneration will remain stagnant.

*** Retired government officials with matching education and experience, with maximum age of 62 years and who have held a position with grade pay of INR 7,600/ or more may also apply.

Retired Govt. employees engaged as a Project Manager shall be regulated as per MoF, DoE OM No. 3-25/2020-E.III.A dated 09/ 12/2020.

**** Remuneration, Allowances, Leave entitlements, Maximum term of appointments in respect of retired Central Government employees engaged as Project Manager on Contract basis in NDMA shall be regulated as per provisions laid down in MoF, DoE OM No. 3-25/2020,E.III.A Dated 09/12/2020.

***** Remuneration, Allowances, Leave entitlements, Maximum term of appointments in respect of retired state Government employees will be same as the retired Central Government employees are entitled to when engaged on Contract basis in NDMA.

**** The Selection Committee shall fix the consolidated remuneration for the offered position in the remuneration band based on the education, experience, remuneration being already drawn/ last pay drawn and other relevant factors. The remuneration will be consolidated and inclusive of all applicable taxes and no other allowance shall be provided.

11. Area of Experience:

- a. Experience in GIS applications related area
- b. Duration of research work (PhD/Post Doctoral) will be counted for work experience either in actual or maximum 5 years in total.
- c. Field experience in the project with substantial use of disaster risk reduction and mitigation will be given more weightage in the selection process
- d. Both the educational qualifications and work experience must prove the credentials of the applicant as an established expert in the field

12. Reporting Mechanism: The Project Manager will work under the direct supervision of concerned subject Member / JS (Division Head) of NDMA.

13. Support/inputs to be provided by NDMA to facilitate Engagement: During the engagement no additional support other than office equipment i.e. Desktop, Printers, Internet etc. may be provided by NDMA. However, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.

14. Special remarks, such as travel, etc.: For all official tours, visit of Project Manager, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.

15. Termination of Contract: The NDMA can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course it will provide

one month's notice to the Individual Project Manager. The Individual Project Manager can also seek for termination of the contract upon giving one month's notice to NDMA.

16. Additional remarks: Project Manager will be engaged for three years initially, which may be extended up to five years based on his/her performance and as per requirement of the Division. However, their continuation in their respective position beyond the first and second year would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators and Project Duration. However, no extension will be given beyond the age of 65 year.
