

Job Description: The position “Project Consultant - Implementation of DRR Road Map” will support the Centre in achieving the project objectives set out for the current UNICEF project. The consultant will also contribute towards strengthening the internal capacity of the Centre to undertake other such projects, which would be supported internally by CIMP (Chandragupt Institute of Management Patna) or by outside donors.

Specific responsibilities include the following.

- Provide technical assistance with all line departments for the implementation of DRR Road Map.
- Technical assistance to DMD and BSDMA for monitoring of DRR Roadmap implementation and organizing State Platform for DRR.
- Develop sector-specific report cards for five priority sectors in line with DRR Roadmap.
- Provide technical support to all concerned departments for the formation of disaster risk reduction cells.
- Provide technical assistance to DMD in the development of a Disaster Management Information System.
- Any other responsibility to further strengthen the Centre to establish as a pioneer in the state.

Knowledge:

- Designing, implementing, and monitoring community-based activities focussed on DRR & Social development.
- Knowledge of self-help groups, Panchayati raj institutions, health, education, social welfare, other line departments and local governance structure.
- Good understanding of women empowerment and gender issues.

Skills and competencies required to meet the job requirements:

- Strong presentation and information management abilities
- Strong analytical, communication and interpersonal skills
- Commitment to the work
- Openness to learn.
- Adhering to the values of the organization
- Good team player
- Excellent communication skills in Hindi and English; ability to speak, read and write fluently in both languages.

Education & Experience:

- Graduate degree in any discipline with a minimum 10 years of professional work experience. Additional certificate/training in areas of disaster management and emergency is desirable.
- Professional work experience in emergency and disaster management is essential. Experience of working with government departments in planning, implementation, coordination, etc. is a must for the position.

Salary: ₹125000/- Month

Tenure: The contract will initially be for a period of three months and may be extended until December 31st, 2024, depending on project requirements from the collaborators.

Application Procedure:

Please email your CV as an attachment in .pdf format mentioning the name of the post applied for in the subject line to hr@cimp.ac.in. Alternatively, CV can be submitted by post to the Manager-HR, Chandragupt Institute of Management Patna, Mithapur Institutional Area, Patna-800001, Bihar by **3rd July 2024**.

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General Conditions:

1. Only short-listed applicants will be called for Interview. Mere fulfilling the minimum qualification/eligibility criteria will not confer any right to the candidate to be called for the interview.
2. The Institute will communicate only with short-listed candidates.
3. No correspondence, whatsoever, shall be entertained from candidates regarding the conduct and result of the interview and reasons for not being called for interview or selection.
4. Canvassing in any manner shall entail summary disqualification of the candidature.
5. The institute will not be responsible for any delay in the submission of the application form.
6. The institute reserves the right to cancel/modify the advertisement at any point of time.
7. No TA/DA or any other allowance will be paid by the institute for attending the Interview.
8. The institute reserves the right to reject any or all the applications without assigning any reason(s) thereof. The decision of the institute in all matters will be final.

**Sd/-
Director
CIMP Centre for CSR & ESG Studies Foundation**