

**Terms of Reference**  
**Human Resource –NDRMF MHVRA Project**

Sr.	Position	<b><u>Project Director</u></b>
1		<ul style="list-style-type: none"> <li>a. To implement, regulate and monitor MHVRA projects in accordance with National Multi Hazard Vulnerability and Risk Assessment policy and execution guidelines</li> <li>b. To act as overall lead of Project Management Unit, NDMA and to supervise day to day management of the Unit</li> <li>c. To handle a diverse staff of multi thematic domains as well as number of consultants for implementation of MHVRA studies</li> <li>d. To conceive and devise state-of-the art tool for effective data collection, project monitoring and coordination with multi sector stakeholders.</li> <li>e. To develop pragmatic hazard, Vulnerability and livelihood tools in due consultation with relevant consultants.</li> <li>f. To deliver mission-critical solutions within time and budget constraints</li> <li>g. To supervise PMU technical team</li> <li>h. To assist DRR wing, NDMA in DRR projects.</li> <li>i. To coordinate with relevant ministries, local line departments, and concerned departments for collection of data required for MHVRA execution.</li> <li>j. To supervise technical, financial, management and administration related activities of PMU.</li> <li>k. Supervise day to day activities of PMU's projects and ensure that project objectives are achieved.</li> <li>l. To review programs and projects progress reports.</li> <li>m. To conduct performance appraisal of PMU staff.</li> <li>n. To supervise and monitor financial management of projects.</li> <li>o. To provide technical feedback on standard guidelines, methodologies, plans and strategies to other Wings of NDMA.</li> </ul>

Sr.	Position	<b><u>Risk &amp; Exposure Assessment Specialist</u></b>
2		<ul style="list-style-type: none"> <li>a. Supervise team to develop a comprehensive exposure and vulnerability database using data sets, such as crops, livelihood, population, infrastructure (schools, health facilities, roads), socioeconomic indicators etc.</li> <li>b. Develop statistical tools for assessment of exposure, vulnerability and risk.</li> <li>c. Design dynamic risk calculator and help in designing and development of MHVRA database based on modern day Database Management System (DBMS)</li> <li>d. Interpreting data, analyzing results using statistical techniques</li> <li>e. Developing and implementing data analyses, data collection systems and other strategies that optimize statistical efficiency and quality</li> <li>f. Acquiring data from primary or secondary data sources and maintaining databases</li> <li>g. Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality</li> <li>h. Carryout detail vulnerability assessment (physical &amp; infrastructure) through GIS/RS or using statistical data.</li> <li>i. Identification of exposed population and physical assets (crops, building, roads socio economic) to hazard events.</li> <li>j. Develop realistic damage and impact scenarios with consultation of relevant stakeholders and field validation.</li> <li>k. Consultant will enlist/identify different type of exposure and how to overcome level of exposure to hazards.</li> <li>l. To device different tools and sample techniques for element of vulnerability.</li> <li>m. Applying Participatory Rural Appraisal (PRA) tools FGD, Hazard timeline, Transit walk, Problem Tree, Seasonal calendar and vulnerability map for exposure &amp; vulnerability assessment.</li> <li>n. Develop Statistical and GIS tools for data analysis.</li> </ul>

		<ul style="list-style-type: none"> <li>o. Supervise data collection through primary and secondary data collection techniques by ensuring quality of the data by verifications and validations;</li> <li>p. Record, manage and preserve monitoring and evaluation data in a safe and accessible way;</li> <li>q. Analyze collected data;</li> <li>r. Provide technical support to Technical Team and evidence-based recommendations to Project Director and relevant partners;</li> <li>s. Develop tools for conducting baseline surveys;</li> <li>t. Develop project monitoring plan (PMP) in line with project requirements with project team and partners;</li> <li>u. Supervise team in designing, coordinating and conducting data collection survey;</li> <li>v. Supervise team of enumerators and consultants</li> <li>w. Responsible to consolidate MHVRA Technical Reports and Atlases</li> <li>x. Develop techniques to quantify elements which are at risk to hazards.</li> <li>y. Help in development of Intensity vs Impact calculator based on simulated results extracted through hazard modeling tools and on the knowledge of social vulnerability and physical fragilities.</li> <li>z. Work with Project Director to prioritize MHVRA processes and information needs</li> </ul>
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Sr.	Position	<u>Hydro-Meteorological &amp; Climatological Hazard Specialist</u>
3		<ul style="list-style-type: none"> <li>a. Manage and coordinate MHVRA technical studies, sub-tasks amongst team for effective and systematic execution of project activities. Manage day-to-day project implementation and overall coordination of project outcomes.</li> <li>b. Plan, design and implement flood hazard assessment studies in MHVRA project including hydrological modeling, inundation modeling and mapping with support from modeling staff.</li> <li>c. Ensure supervision of the project personnel and ensure effective communication and coordination between the project team, consultants to ensure the quality of outputs and results with optimal monitoring mechanisms.</li> <li>d. Identify specific needs and demands of national MHVRA programs in the technical areas – flood hazard, drought assessment, remote sensing, data management and processing and propose associated technical and technological pre-disaster action-areas at the regional and national levels.</li> <li>e. Oversee and support flood inundation mapping, satellite data processing, data analysis and quality controls, non-spatial datasets and model outputs.</li> <li>f. Plan and implement spatial data analysis requirements for multi-hazard risk and vulnerabilities mapping, hydrological modeling and simulation scenarios.</li> <li>g. Assess remote sensing data requirement for MHVRA studies, develop scientific methodologies for processing and analysis</li> <li>h. Assess progress of technical tasks, support process improvement, enhance capacity of technical resource persons for quality outcomes MHVRA project activities.</li> <li>i. Identify hardware and software requirements related to client-server spatial data warehouse establishment, develop blueprint of architectural layout and support implementation.</li> <li>j. Develop standards based on MHVRA guidelines for spatial data archiving, data management for improved handling using versioning and revision control.</li> <li>k. Consolidating and reporting different technical outputs of MHVRA project activities for improved DRR understanding and decision making.</li> <li>l. Supervise and steer overall scientific, technical and technological activities of the MHVRA components.</li> <li>m. Formulate the layout of web-based GIS platform, desktop and mobile GIS applications requirement, identify technical requirement, also steer and aid implementation.</li> </ul>

Sr.	Position	<u>GIS Specialist</u>

4		<ul style="list-style-type: none"> <li>a. Identify hardware and software requirements for the development and deployment centralized database server architecture for MHVRA project requirements.</li> <li>b. Consolidate, organize and improve data storage, data management and usage of current and future data at NDMA-PMU.</li> <li>c. Maintain and further develop the structure or format of the database as required, incorporating ideas and amendments from child protection staff and partners.</li> <li>d. Provide additional updates and data analysis as required.</li> <li>e. Setup geo-database server for raster vector data achieving for all MHVRA related activities and data generated in the project.</li> <li>f. Develop client-server architecture at NDMA-PMU to support Desktop GIS and spatial databases linkage for efficient versioning and revision control of spatial data.</li> <li>g. Setup and maintain database server at NDMA-PMU for spatial and non-spatial data related to flood, earthquake, drought, landslide and related model outputs generated in the project.</li> <li>h. Provide support, troubleshooting, modifications, enhancements and maintenance for existing GIS applications, scripts, tools and web services.</li> <li>i. Develop web-based GIS platforms, desktop and mobile GIS front-end applications.</li> <li>j. Provide technical support to PMU on the specific data required in relation to the different indicators they are monitoring.</li> <li>k. Implement and further develop the MHVRA- Risk Calculator based on indices and criteria defined in MHVRA model of NDMA</li> <li>l. Work in liaison with other team members to address the related queries and incorporate multi thematic datasets.</li> </ul>
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Sr.	Position	<u>Geo-Physical Hazard Expert</u>
5		<ul style="list-style-type: none"> <li>a. To undertake compilations and computations of geological and/or exploration data prior to detailed analysis.</li> <li>b. To prepare comprehensive geological reports and maps for internal and/or external use.</li> <li>c. To map out all hazard prone areas covering geological, hydro-meteorological, environmental and industrial.</li> <li>d. To catalogue historic hazard events, delineate and characterize hazard prone areas including zoning according to an agreed conceptual model.</li> <li>e. Application of Remote Sensing for Geological Survey and mapping analysis</li> <li>f. To utilize Remote Sensing data for Landslide, Debris Flow, Avalanche and Mass Movement investigation.</li> <li>g. To be able to perform geomorphological mapping and landslide inventory analysis</li> <li>h. To identify the landslide mechanisms and quantify their corresponding spatial and temporal occurrence and their intensity</li> <li>i. To be able to perform Geological mapping for the identification and distribution of lithological units, faults, liniments, major joints or any other important structural feature.</li> <li>j. To characterize the landslide, their type/range of ground movement such as rock falls, deep failure of slopes, shallow debris flow, slump, cut-bank, etc.</li> <li>k. To identify the primary driving force, contributing factors affecting the original slope stability, preconditioned factors, and building up sub-surface conditions that make the areal slope prone to failure.</li> <li>l. To characterize slope instability factors, such as groundwater, pore-water pressure of the soil, soil structure, earthquake loads, unplanned construction, etc. with their remedial measures.</li> <li>m. Respond to requests from within the Section for information and data.</li> <li>n. Deploy to the field as required, including in the context of rapid response missions.</li> <li>o. Any task assigned by the management</li> </ul>

Sr.	Position	<u>Project Coordinator</u>
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6		<ul style="list-style-type: none"> <li>a. The main responsibility for the Project Coordinator is to manage and oversee the quality and timely implementation of the project activities.</li> <li>b. The Project Coordinator will be responsible to assist project director in recruiting staff members and consultants for the project, and for coordinating and monitoring their work and the deliverables on behalf of the project, to ensure that submitted deliverables hold a high quality and are submitted on time.</li> <li>c. Ensuring timely and duly management of the project and implementation of all activities listed in the Work Plan (WP) in accordance with the rules and regulations.</li> <li>d. Ensuring accurate and timely submission of quarterly and annual activity progress reports to NDRMF</li> <li>e. Provide support to the relevant staff in designing of the comprehensive social mobilization campaign for active engagement of the key stakeholders at grassroots level as key component of MHVRA.</li> <li>f. Follow data gathering and monitoring systems ensuring that rigorous monitoring and quality standards are maintained and integration of required monitoring indicators into M&amp;E system.</li> <li>g. Contribute to the preparation of accurate and timely reporting to enable informed decision making and consistency of information presented to stakeholders;</li> <li>h. Ensuring that all team members understand the scope of the project as well as what they are individually responsible for.</li> <li>i. Making schedules of what needs to be completed by what date, as well as of team meetings and coordinating the same with other members.</li> <li>j. Ensure the implementation of all project activities in line with planned activity plan.</li> <li>k. Liaise and collaborate with internal and external counterparts to ensure effective designing implementation, collaboration, linkages development for project.</li> <li>l. Provide guidance to support staff, acting as a point of referral and assisting them with analysis and queries.</li> <li>m. Other as required.</li> </ul>
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Sr.	Position	<u>Technical Document Writer</u>
7		<ul style="list-style-type: none"> <li>a. Research, write, and publish technical documentation, software documentation, release notices, and other materials for internal and/or external distribution</li> <li>b. Format documents in accordance with department standards or as appropriate</li> <li>c. As assigned, review, rewrite, edit, and assist in the development of documents being prepared by others</li> <li>d. Create documentation methodologies, frameworks, and workflow diagrams for assigned writing projects</li> <li>e. Coordinate review of all assigned writing projects to ensure thorough documentation and quality assurance</li> <li>f. Evaluate number of projects including those jointly undertaken by NDMA and other development partners.</li> <li>g. Maintain appropriate interface with subject matter experts to ensure timely receipt of source material</li> <li>h. Work closely and cooperatively with technical experts to identify any current or anticipated problems that could have a detrimental effect on document quality or delivery</li> <li>i. Keep supervisor informed of status of work in progress as well as any circumstances that could negatively impact quality or on-time delivery</li> <li>j. Provide regular reports to management as required</li> <li>k. Prepare project proposals for acquires funds from Government of Pakistan, Donors, Development Partners</li> <li>l. Develop Concept Papers, Proposals, Feasibility Reports, PC1, Terms of References, Review Reports and Progress Reports.</li> </ul>

Sr.	Position	<u>DRR Expert</u>
8		<ul style="list-style-type: none"> <li>a. Provide advice and develop DRR interventions plans to mitigate risks identified during MHVRA studies.</li> <li>b. Conduct and interpret risk analysis for preparedness planning, risk reduction, response and recovery, taking into account both a multi-hazard and multi-sectorial perspective.</li> <li>c. Analyze the socio-economic environment, disaster-risk and institutional context to provide advisory services, identifying catalytic areas where disaster risk reduction can be integrated and add value to other, ongoing or planned programmes.</li> <li>d. Provide technical support for the development and implementation of regional risk reduction strategies.</li> <li>e. Identify specific needs and demands of national MHVRA programs in the technical areas - risk identification, urban risk management, pre-disaster recovery planning and build partnerships at the national, regional or global levels to meet those needs.</li> <li>f. Plan and support for the integration of DRR into the humanitarian and development programmes.</li> <li>g. Promote integration of DRR within the cluster approach and participate in the Inter-Agency missions.</li> <li>h. Facilitate advocacy efforts related to mainstreaming Disaster Risk Reduction (DRR).</li> <li>i. To suggest context specific and efficient disaster risk reduction strategies on the basis of the risk analysis carried out under MHVRA study, along with operational guidance and solid recommendations on implementation (including tools etc.) primarily for NDRMF, NGOs, UN Agencies and government bodies including NDMA, PDMA, DDMAs &amp; other departments, to improve the quality and risk responsiveness of on-going and future.</li> <li>j. Work in close coordination with PMU team for complete understanding of hazards, exposure, vulnerabilities and risk in study area and accordingly facilitate in the development of DRR strategies.</li> <li>k. Coordinate with relevant stakeholders on DRR on a national, provincial, district, Union Counsel or community level, integrating disaster risk reduction activities.</li> <li>l. Provide technical input for the design, development and implementation of disaster risk reduction programs in support of the NDMP priorities.</li> <li>m. Support the building of governments DRR programs through the identification of capacity development needs and facilitation of training workshops and simulation exercises as required.</li> <li>n. Support knowledge management initiatives focusing on challenges and lessons learned for promoting country specific legal, institutional and participatory arrangements for addressing DRR and Climate Change Adaptation (CCA).</li> </ul>

Sr.	Position	<u>GIS/RS Expert</u>
9		<ul style="list-style-type: none"> <li>a. Assist GIS Specialist in developing geographic data from a variety of sources including censuses, aerial photographs, satellite imagery, and existing maps.</li> <li>b. Collect, analyze and integrate spatial data.</li> <li>c. Create maps and graphs, using GIS software and equipment's.</li> <li>d. Design and update database, applying additional knowledge of spatial feature.</li> <li>e. Conduct Research to locate and obtain existing databases.</li> <li>f. Analyze spatial data for geographic statistics to incorporate into documents and reports.</li> <li>g. Coordinate information using the principles of cartography including coordinate systems, longitude, latitude, elevation, topography, and map scales.</li> <li>h. Perform spatial analyses and mapping for geological and hydro metrological hazards such as Remote Sensing and GIS analysis of flood, drought and earthquake risk and mapping for planning of zoning, land use, cultivation etc.</li> <li>i. Working on high resolution digital image processing</li> <li>j. Provide advice on spatial data standards, symbols and legend</li> </ul>

<b>Sr.</b>	<b>Position</b>	<b><u>Database/Server Administrator</u></b>
<b>10</b>		<ul style="list-style-type: none"> <li>a. Assist in the process of constructing a Database for monitoring MHVRA study.</li> <li>b. Ensure accurate and consistent inputting of data received from colleagues into database.</li> <li>c. Perform data analysis and produce reports in various formats including graphs, charts etc. as required.</li> <li>d. Maintain and further develop the structure or format of the database as required, incorporating ideas and amendments from child protection staff and partners.</li> <li>e. Provide additional updates and data analysis as required.</li> <li>f. Provide technical support to PMU on the specific data required from them in relation to the different indicators they are monitoring (telephone support or travel to other offices) as required.</li> <li>g. Train PMU staff on the use of the databases.</li> <li>h. Develop and maintain documentation database design documentation and operating manuals on how to use the Database for NDMA.</li> <li>i. Develop and maintain a web interface for the Database.</li> <li>j. Maintain strict confidentiality in all aspects of the work.</li> <li>k. Undertake any other tasks assigned by the Supervisor</li> </ul>

<b>Sr.</b>	<b>Position</b>	<b><u>Cluster Officer</u></b>
<b>11</b>		<ul style="list-style-type: none"> <li>a. Assists and supports the Project Coordinator in coordination, work planning, reporting, partner liaison, networking and communication.</li> <li>b. Takes responsibility in organizing meetings and events in the assigned cluster.</li> <li>c. Carries out technical monitoring of the utilization of project resources.</li> <li>d. Takes care of administrative duties in the project office</li> <li>e. Sound experience in leadership and management. Proven international experience in project coordination</li> <li>f. Excellent communication and presentation skills, as well as in reporting</li> <li>g. Cluster Officer will be responsible for field survey lead</li> <li>h. Any other task assigned by Senior Management</li> </ul>

<b>Sr.</b>	<b>Position</b>	<b><u>Cluster Data Analyst</u></b>
<b>12</b>		<ul style="list-style-type: none"> <li>a. Assist the Cluster officer in coordination, work planning, reporting, partner liaison, networking and communication.</li> <li>b. Support the development of data collection tools and methodologies;</li> <li>c. Takes responsibility in organizing meetings and events in the assigned cluster.</li> <li>d. Assist Cluster Officer in technical monitoring of the utilization of project resources.</li> <li>e. Applying appropriate statistical principles, identify, analyze, and interpret trends or patterns in complex datasets;</li> <li>f. Work directly under supervision of Cluster Officer to perform administrative duties in the project office</li> <li>g. Excellent communication and presentation skills, as well as in reporting</li> <li>h. Cluster Data Analyst will be responsible to assist Cluster Officer in field survey lead</li> <li>i. Any other task assigned by Senior Management</li> </ul>

<b>Sr.</b>	<b>Position</b>	<b><u>Training Officer</u></b>
<b>13</b>		<ul style="list-style-type: none"> <li>a. To provide clear guidelines lines about selection process of participants from target districts as per approved criteria by maintaining close liaison with upper management</li> <li>b. To provide training on the MHVRA tools and practices and its application in disaster risk reduction programming.</li> <li>c. To develop MHVRA Training Tool Kits including training course contents, brochures, flyers and reading materials.</li> </ul>

		<ul style="list-style-type: none"> <li>d. To provide theoretical and practical knowledge and skills necessary for the conduct multi hazard analysis, risk assessment and risk mitigation</li> <li>e. Design and administer MHVRA relevant training courses so as to teach people how to effectively mitigate, prepare and respond to natural hazards and disasters.</li> <li>f. Take lead for planning and implementation of the capacity building events for project staff and other stakeholders</li> <li>g. To collaborate with other officials in order to prepare reports and atlases.</li> <li>h. To provide technical support to others during field visits.</li> <li>i. Prepare and provide all training material to be used for trainings</li> <li>j. Compile needs of training material and ensure all material is provided to well in time</li> <li>k. Maintain record of all training events</li> <li>l. Any other tasks assigned by the Supervisor/RSPN's Management.</li> </ul>
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<b>Sr.</b>	<b>Position</b>	<b><u>GIS/RS Officer</u></b>
<b>14</b>		<ul style="list-style-type: none"> <li>a. Help build and implement GIS and mapping projects being carried out by GIS team;</li> <li>b. Create, maintain, and QA/QC Geospatial data sets using ArcGIS;</li> <li>c. Deliver data sets, metadata, and cartographic productions,</li> <li>d. Participate and assists field staff in carrying out field visits/surveys for data collection on various geographic parameters, and ground truthing, as and when required;</li> <li>e. Conduct and compile research reports using both primary and secondary data sources;</li> <li>f. Write presentable technical reports of the desired project activities</li> <li>g. Conduct a GIS training on geospatial analysis and thematic maps</li> <li>h. Provide source, prepare, and structure GIS data in accordance with the requirements and guidelines defined by other experts in the project</li> <li>i. Maintain spatial data in server and integrate spatial analysis software</li> <li>j. Conduct research to locate and obtain existing databases, thematic layers and grid data the project area including but not limited to existing spatial data;</li> <li>k. Digitize/create new thematic layers, using scanned maps, satellite images and GIS data, in accordance with the structure and coding system defined by PMU;</li> <li>l. Produce maps and graphs in accordance with the design and criteria defined by the Team Leader or other members in the team.</li> <li>m. GIS support (GIS analysis based maps and infographs) to all NDMA wings</li> </ul>

<b>Sr.</b>	<b>Position</b>	<b><u>Risk &amp; Exposure Assessment Officer</u></b>
<b>15</b>		<ul style="list-style-type: none"> <li>a. Carry out Exposure Mapping and Risk Assessment through means of field service, GIS/RS technologies and government endorsed statistical data.</li> <li>b. Identification of exposed population (Age, sex and disability wise) and physical assets with respect to prevailing hazards of the study area.</li> <li>c. identify different types/levels of exposure. c.</li> <li>d. Devise different tools and sampling techniques for exposure and risk analysis and calculations for each exposed element with respect to available local hazards.</li> <li>e. Apply Participatory Rural Appraisal (PRA) tools, FGD, Hazard timeline, Transit walk, Problem Tree, Seasonal calendar for exposure &amp; vulnerability assessment.</li> <li>f. Conduct Risk Assessment of selected districts based on MHVRA methodology prescribed in NDMA Guidelines</li> <li>g. Analyze disaster risk and its impact on community and national economy. d. Generate composite risk scenarios based on reoccurrence period of multi hazards, and also quantify the level of risk, and propose DRR interventions on the basis of findings.</li> </ul>

<b>Sr.</b>	<b>Position</b>	<b><u>Hazard &amp; Vulnerability Assessment Officer</u></b>
<b>16</b>		<ul style="list-style-type: none"> <li>a. To map out all hazard prone areas of Pakistan, per province and region wise covering geological, hydro-meteorological, environmental and industrial.</li> </ul>

		<ul style="list-style-type: none"> <li>b. Catalogue historic hazard events, delineate and characterize hazard prone areas including zoning according to an agreed conceptual model.</li> <li>c. Prepare quarterly and annual earthquake events report</li> <li>d. In the entire duration of the assessment, discuss and consult closely with the Risk Assessment Team (specifically with the Project Manager, the GIS Analysts), to ensure synchronization and clarity of intended and desired end-products.</li> <li>e. Use, upgrade and install hazard assessment software (CRSIS, SeismoMatch, DeepSoil, HEC-RAS), troubleshoot software issues and provide technical support</li> <li>f. Supervise the tasks of MHVRA Analyst</li> <li>g. To assess the exposure of people, infrastructure and economic activities to these hazards.</li> <li>h. To assess the full range of vulnerabilities of the exposed elements experienced.</li> <li>i. To influence sectoral development strategies towards recognizing the highly dynamic form of vulnerabilities and factoring an understanding into institutional, legislative and organizational systems for preparedness planning and mitigation.</li> </ul>
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<b>Sr.</b>	<b>Position</b>	<b><u>GIS/ RS Analyst</u></b>
<b>17</b>		<ul style="list-style-type: none"> <li>a. Create maps and graphs, using GIS software and related equipment.</li> <li>b. Gather, analyse, and integrate spatial data from staff and develop strong visuals and analyses through various GIS techniques.</li> <li>c. Compilation of geographic data from a variety of sources including censuses, field observation, satellite imagery, aerial photographs, and existing maps.</li> <li>d. Analyse spatial data for geographic statistics to incorporate into documents and reports.</li> <li>e. Keep up to date the inventory for Geographical Information Management System.</li> <li>f. Prepare metadata and other documentation.</li> <li>g. Respond to requests from within the Section for information and data.</li> <li>h. Deploy to the field as required, including in the context of rapid response missions.</li> <li>i. Operate and maintain GIS system, plotter, digitizer, colour printer, and video camera, install</li> <li>j. Software and upgrades, troubleshoot software issues and provide technical support.</li> <li>k. Any other task assigned by Senior Management</li> </ul>

<b>Sr.</b>	<b>Position</b>	<b><u>Hazard and Vulnerability Analyst</u></b>
<b>18</b>		<ul style="list-style-type: none"> <li>a. Assist Hazard And Vulnerability Officer in data preparation of hazard modelling and mapping</li> <li>b. Catalogue historic hazard events, delineate and characterize hazard prone areas including zoning according to an agreed conceptual model.</li> <li>c. In the entire duration of the assessment, working under direct supervision of Hazard and Vulnerability Officer, to ensure synchronization and clarity of intended and desired end-products.</li> <li>d. To assess the exposure of people, infrastructure and economic activities to these hazards.</li> <li>e. To assess the full range of vulnerabilities of the exposed elements experienced.</li> <li>f. To influence sectoral development strategies towards recognizing the highly dynamic form of vulnerabilities and factoring an understanding into institutional, legislative and organizational systems for preparedness planning and mitigation.</li> <li>g. Any other task assigned by Senior Management</li> </ul>

<b>Sr.</b>	<b>Position</b>	<b><u>Software/GIS Developer</u></b>

19		<ul style="list-style-type: none"> <li>a. To develop GIS applications and tools and maintain software programs to support the needs of the staff.</li> <li>b. To provide technical support on GIS programs.</li> <li>c. To maintain and troubleshoot existing systems, as well as upgrade software.</li> <li>d. In addition tasks may include analyzing land and aerial imagery or using databases to create specialized maps, such as weather, seismic, or population-based maps.</li> </ul>
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Sr.	Position	<u>Graphic Designer</u>
20		<ul style="list-style-type: none"> <li>a. Ensure that all publications, reports and products are produced in line with NDMA Graphic guidelines.</li> <li>b. To deliver creative and innovative ideas for print, electronic, web-based and animated presentations.</li> <li>c. Design and lay-out of reports and other products:</li> <li>d. Design of reports and other communication materials for printing and electronic distribution.</li> <li>e. Improve and edit art-work, photos, charts and other graphic elements.</li> <li>f. Layout and design information and communication materials (banners, posters, atlases, booklets, leaflets, books, calendars, bulletins, flyers, cards)</li> <li>g. Create animations for illustrative purposes such as animations, presentations and more advanced solutions (design of CD/DVD packaging, graphic digitalization);</li> <li>h. Custom photo editing (restoration, noise reduction, tonal adjustment)</li> <li>i. Deliver creative graphic and technical solutions for use of new media (virtual 3D words/boxes, postcards).</li> <li>j. Any task assigned by the management.</li> </ul>

Sr.	Position	<u>Field Surveyor</u>
21		<ul style="list-style-type: none"> <li>a. To conduct detailed field surveys in order to collect requisite data for MHVRA study</li> <li>b. To verify the accuracy of survey data, including measurements and calculations conducted at survey sites</li> <li>c. Conduct surveys in order to perform ground truthing of the MHVRA findings and results</li> <li>d. Record the results of surveys, including the shape, contour, location, elevation, and dimensions of land or land features.</li> <li>e. Calculate heights, depths, relative positions, and other characteristics of terrain of study sites</li> <li>f. Prepare or supervise preparation of all data, charts, plots, maps, records, and documents related to surveys.</li> <li>g. Plan and conduct ground surveys designed to establish baselines, elevations, and other geodetic measurements</li> <li>h. Coordinate findings with the project technical staff and other concerned officials.</li> <li>i. Determine longitudes and latitudes of important features in study areas using GPS.</li> <li>j. Analyze survey objectives and specifications in order to prepare survey proposals or to direct others in survey proposal preparation.</li> <li>k. Develop criteria for survey methods and procedures.</li> </ul>

Sr.	Position	<u>Hazard Mapping Officer</u>
22		<ul style="list-style-type: none"> <li>a. To carry out detailed Hazard modeling through specific modeling techniques used for specific Hazard.</li> <li>b. Use of 3D modeling to develop four scenarios maps, based on Return Period of 10, 25, 50, 100 for the study area.</li> <li>c. All input datasets for Hazard modeling, including quality check of collected data-set, will be collected by consultants. In this regard, NDMA will assist consultant for data collection.</li> </ul>

		<ul style="list-style-type: none"> <li>d. Base datasets, DEM/DTM showing terrain, stream network, stream cross sections, L section hydro sheds, geology, land cover and soil data will be collected by consultants.</li> <li>e. To organize two days hands on training workshop for MHVRA project staff and relevant agencies in order to orient them about Hazard modelling applications, maps, and datasets as well as methodology.</li> <li>f. To handover all associated datasets to NDMA, on agreed formats and standards as prescribed in MHVRA guidelines.</li> </ul>
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Sr.	Position	<u>Admin &amp; Account Officer</u>
23		<ul style="list-style-type: none"> <li>a. Implement financial policies and procedures</li> <li>b. Ensure the timely support to the respective producers/ suppliers to ensure the items are being supplied as per agreed specifications.</li> <li>c. Monitoring project funds, approving project disbursements according to the WP and liaise with NDRMF on budgetary changes if required.</li> <li>d. Establishing operating arrangements for financial management and accountability, including ensuring all supporting documents are maintained and an orderly filing system is in place</li> <li>e. Guide and supervise the relevant staff in procurement, supply chain management, logistic, monitoring and reporting</li> <li>f. Ensuring accurate and timely submission of quarterly and annual activity financial progress reports to NDRMF</li> <li>g. Ensuring recommendations made as a result of the annual audits are implemented;</li> <li>h. Ensuring facilitation for audits in accordance with AGP requirements and requests;</li> <li>i. Ensuring transparency and adherence to procurement regulations in procurement processes laid down under PPRA Rules;</li> <li>j. Ensuring operational and financial closure of the project according at year end;</li> <li>k. Prepare and reconcile general bank statement</li> <li>l. Managing office supplies stock and placing orders</li> <li>m. Preparing regular financial and administrative reports</li> <li>n. Assist with the annual audit</li> <li>o. Maintain financial files and records</li> <li>p. Manage the filing, storage and security of documents</li> <li>q. Manage the repair and maintenance of computer and office equipment</li> <li>r. Manage distribution of utilities bills and collections of accounts</li> <li>s. Supervise and coordinate activities of staff administer salaries and determine leave entitlements</li> <li>t. Be involved in staff training and development, preparation of job descriptions, staff assessments and promotions</li> <li>u. Maintain management information systems (manual or computerized)</li> <li>v. Organize events and meeting to meet project requirements.</li> <li>w. Provide secretarial or executive services for PMU.</li> <li>x. Any task assigned by senior management</li> </ul>

Sr.	Position	<u>Admin Associate</u>
24		<ul style="list-style-type: none"> <li>a. To provide administrative support and managing their queries</li> <li>b. Assist with the internal correspondence such as office orders, minutes of meetings, memos etc.</li> <li>c. Operate office equipment such as computers, fax machines, typewriters, telephone exchange etc., efficiently.</li> <li>d. Log all incoming mail and be responsible for distribution and follow-up action on instructions received.</li> <li>e. Managing office stock, preparing regular reports (expenses and officer budgets)</li> <li>f. Maintain management information systems (manual or computerized)</li> <li>g. Book meeting rooms as required</li> <li>h. Distribute and store correspondence (e.g. letters, emails and packages)</li> </ul>

		<ul style="list-style-type: none"> <li>i. Prepare reports and presentations with statistical data, as assigned</li> <li>j. Arrange travel and accommodations</li> <li>k. Schedule in-house and external events</li> <li>l. Provide secretarial or executive services for committees.</li> <li>m. Update office policies as needed</li> <li>n. Maintain a office calendar and schedule appointments</li> <li>o. Any task assigned by office management</li> </ul>
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Sr.	Position	<u>Account Associate</u>
25		<ul style="list-style-type: none"> <li>• Assist Admin &amp; Account Officer in implementation financial policies and procedures.</li> <li>• Maintain fixed asset register and inventories.</li> <li>• Handle payroll accounts other than management.</li> <li>• Maintain accounts of accruals and prepayments.</li> <li>• Prepare and reconcile general bank statement</li> <li>• Assist with the annual audit</li> <li>• Maintain financial files and records</li> <li>• Manage the filing, storage and security of documents</li> <li>• Manage the repair and maintenance of computer and office equipment</li> <li>• Manage distribution of utilities bills and collections of accounts</li> <li>• Any task assigned by office management</li> </ul>

Sr.	Position	<u>Office Clerk</u>
26		<ul style="list-style-type: none"> <li>a. To receive, screen, distribute, monitor and file incoming correspondences and documentation.</li> <li>b. Draft/review outgoing correspondence and documentation for correct format, grammar, spelling and conformance with NDMA and country policies and procedures, attach necessary background data and information, and maintain a monitoring/follow up system.</li> <li>c. Screen and place telephone and conference calls, respond to telephone, e-mail and personal enquiries, refer non-recurring matters and difficult issues to respective units within and outside NDMA.</li> <li>d. Maintain control of policy, confidential and personnel records and files; follow-up on deadlines officers for their action.</li> <li>e. Develop and maintain a database of personnel contracts issued by the Representation to allow for better management of human resources, and to ensure that information on status of contracts are regularly monitored and accessible to concerned staff.</li> <li>f. Arrange for meeting venues, facilities, equipment, catering, travel, logistics; prepare correspondence and assemble documents for participants; provide administrative and secretarial support during the meetings.</li> <li>g. Perform other related duties as may be required by the NDMA Representative and Assistant NDMA Representatives.</li> </ul>

Sr.	Position	<u>Technical Support Staff</u>
27		<ul style="list-style-type: none"> <li>a. Performing remote troubleshooting through diagnostic techniques and pertinent questions.</li> <li>b. Determining the best solution based on the issue and details provided by users.</li> <li>c. Walk the users through the problem-solving process.</li> <li>d. Direct unresolved issues to the next level of support personnel, where and when appropriate.</li> <li>e. Pass on any feedback or suggestions by the users to the supervisor.</li> <li>f. Modify configurations, utilities, software default settings, etc. for the local workstation.</li> <li>g. Assist with onboarding of new users.</li> </ul>

		<ul style="list-style-type: none"> <li>h. Install, test and configure new workstations, peripheral equipment and software.</li> <li>i. Manage PC setup and deployment for new employees using standard hardware, images and software.</li> <li>j. Perform timely workstation hardware and software upgrades as required.</li> </ul>
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Sr.	Position	<b><u>Office Support Staff</u></b>
28		<ul style="list-style-type: none"> <li>a. Coordinating the maintenance and repair of office equipment.</li> <li>b. Assisting project staff in wide range of office duties</li> <li>c. Collecting and distributing couriers or parcels among employees</li> <li>d. Helping the project staff in performing their duties.</li> <li>e. Cooperating with office staff to maintain proper interaction and a friendly environment within the office.</li> <li>f. Make sure the office premise is clean.</li> </ul>