

TORs –Training Coordinator

Eligibility Criteria:

Qualification: Bachelor Degree/ Preferably Masters in Social Sciences, Disaster Risk Management (DRM) and Administrative Sciences.

Experience: Minimum 05 years' experience/ particularly in Disaster Management Organizations/ NGO's/ INGO's.

Age Limit: Upto 40 years

Description:

The Training Coordinator will perform the following duties:

1. Shall facilitate in the coordination and execution of training courses and workshops including capacity building at all levels.
2. Undertake all the matters related to implementation of National Disaster Management Plan (NDMP 2012-2022).
3. Shall facilitate in the developing of training and capacity building packages/curricula identified by relevant development and government partners.
4. Coordinate all activities and matters related to linkages of National Framework with International Frameworks.
5. Coordination with UN agencies and other humanitarian stakeholders working on DRM/DRR programmes.
6. Coordinate all issues related to mainstream DRR into development.
7. Shall provide support to research section in developing/revision of the training material.
8. Development and execution of outreach activities.
9. Undertake any other activity/ies that may be assigned by the Senior Management of NDMA.
10. Candidate may be required to undertake extensive journey(s) across the country.

TORs – Knowledge Management Officer

Eligibility Criteria:

- Qualification: Bachelor Degree/ Preferably Masters in Social Sciences, Disaster Risk Management (DRM) and Administrative Sciences.
- Experience: Minimum 05 years' experience/ particularly in Disaster Management organizations/ NGO's /INGO's
- Age Limit: Upto 40 years

Description:

The Knowledge Management Officer will perform the following duties:

1. Developing linkages with national and international academic and research institutions and other partners working on DRM.
2. Undertake all the matters related to National Disaster Management Plan (NDMP 2012-2022).
3. Shall facilitate in all activities and matters related to Sendai Framework of Action (SFDRR) and Global Platform Disaster Risk Reduction (GPDRR).
4. Undertake any other activity/ies that may be assigned by the Senior Management of NDMA.
5. Candidate may be required to undertake extensive journey(s) across the country.

TORs –Research Officer

Eligibility Criteria:

Qualification:	Bachelor Degree/ Preferably Masters in Social Sciences, Disaster Risk Management (DRM) and Administrative Sciences.
Experience:	Minimum 02 years' experience/ particularly in Disaster Management Organizations/ NGO's /INGO's
Age Limit:	Upto 30 years

Description:

The Research officer will perform the following duties:

1. Shall provide support in developing/revision of the training material.
2. Should have good Knowledge of International Frameworks for Disaster Risk Management (DRM).
3. Shall undertake research in the field of Disaster Management.
4. Provide technical input on research and assessment works.
5. Shall facilitate Knowledge Management Officer.
6. Maintain regular contact with research institutions.
7. Shall coordinate with UN agencies and other humanitarian stakeholders working on DRM programmes.
8. Undertake any other activity/ies that may be assigned by the Senior Management of NDMA.
9. Candidate may be required to undertake extensive journey(s) across the country.
10. Must be proficient in English both spoken as well as written.

TORs –Training Support Officer

Eligibility Criteria:

Qualification:	Bachelor Degree/ Preferably Masters in Social Sciences, Disaster Risk Management (DRM) and Administrative Sciences.
Experience:	Minimum 02 years' experience/ particularly in Disaster Management organizations/ NGO's/ INGO's
Age Limit:	Upto 30 years

Description:

The Training Support Officer will perform the following duties:

1. Shall assist in the designing and execution of training courses and workshops including capacity building at all levels.
2. Shall provide support in developing/revision of the training material.
3. Shall supervise training and capacity building packages/curricula identified by relevant development and government partners.
4. Should have good knowledge of International Framework for DRM.
5. Should have Knowledge of Disaster Response related activities.
6. Shall coordinate with UN agencies and other humanitarian stakeholders working on DRM/DRR programmes.
7. Shall manage the logistic arrangements for on-campus & off-campus activities.
8. Shall assist in the overall administrative & logistic affairs.
9. Undertake any other activity/ies that may be assigned by the Senior Management of NDMA.
10. Candidate may be required to undertake extensive journey(s) across the country.
11. Must be proficient in English both spoken as well as written.