

**GOVERNMENT OF KERALA**  
**DEPARTMENT OF DISASTER MANAGEMENT, KERALA STATE DISASTER MANAGEMENT AUTHORITY**  
**NATIONAL CYCLONE RISK MITIGATION PROJECT – KERALA**  
**STATE PROJECT IMPLEMENTATION UNIT**

Institute of Land and Disaster Management, PTP Nagar, Thiruvananthapuram, Kerala – 695038  
 Email: ncrmp.kerala@gmail.com; Tel/Fax: 0471-2365494  
 Website: www.sdma.kerala.gov.in

**Advertisement**

With the support of Ministry of Home Affairs, Government of India and the World Bank, the Government of Kerala through Kerala State Disaster Management Authority is implementing National Cyclone Risk Mitigation Project (NCRMP) Phase II in the nine coastal districts of Kerala. One of the major Components of the project is to build several Multi-Purpose Cyclone Shelters (MPCS). The project in Kerala will be implemented in the nine coastal districts by the Kerala State Disaster Management Authority. For the overall management of the project, the Government has constituted a State Project Implementation Unit for which applications are invited from qualified candidates for the following posts. Interested and eligible candidates may apply for the post based on the qualifications given below within the stipulated time period.

<b>Post No</b>	<b>Post</b>	<b>No. of vacancies</b>	<b>Maximum Salary/month/head</b>	<b>Qualification</b>	<b>Experience &amp; skills</b>	<b>Age as on August 2017*</b>
1/2017	Finance Manager (Re-notification)	1	Maximum ₹50,000/month (Commensurate to skills as decided by the Government)	M.Com or B.Com + MBA	Individuals with minimum 20 years of experience in Government finance management in the level of Finance Officer or above	45 to 60
4/2017	Construction Manger	1	Maximum ₹50,000/month (Commensurate to skills as decided by the Government)	M.Tech in Civil /Structural Engineering	See attachment	45-60

\*Relaxation of age limit will be as applicable to such contract posts in the Science and Technology institutions under Government of Kerala whereby age relaxation for the upper limit is applicable to SC/ST/OBC and other eligible category applicants.

- Appointments are purely on contract basis for a period of 1 year which is likely to be extended

- All appointees will be located in the office of SPIU, Thiruvananthapuram
- Selected candidates will have to sign a contract as laid and approved by the Government
- SPIU, NCRMP, Department of Disaster Management reserves the right to recruit or not to recruit against any position.
- Candidates applying for the posts shall submit two supporting reference letters from previous employers
- Applications without covering letter and not in the prescribed format will be rejected. The cover containing the application must prominently mention the post applied for in the format – Application for the post of \_\_\_\_\_
- The selection will be through an interview and/or written exam after an initial shortlisting to ensure compliance with the qualifications and desirable experience. Mere shortlisting is not an assurance of appointment
- Shortlisted candidates will be informed by email/telephone call (only via email or telephone call; Hence ensure that a working email and telephone number is provided) regarding the date of written test and personal interview
- The appointments will be on contract basis and will purely be based on merit. The appointment is for a period of 1 year (subject to satisfactory completion of 3 months after the appointment)
- All types of canvassing for favouritism in selection will be considered offensive and legal action will be taken against those who attempt to do so.
- Applications must reach the Office Manager, State Project Implementation Unit, NCRMP – Kerala, Kerala State Disaster Management Authority, Dept. of Disaster Management, Govt. of Kerala, ILDM, PTP Nagar, Thiruvananthapuram, Kerala – 695038. Tel/Fax: 0471-2365494. Email: ncrmp.kerala@gmail.com on or before -----
- Terms of Reference is attached here with
- This is uploaded to the website sdma.kerala.gov.in on 13-11-2017

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Thiruvananthapuram

Date: 10-11-2017

Project Director

NCRMP – Kerala

## Terms of Reference

### 1/2017: Finance Manager

**Overview of the position:** The Finance Manager will be part of the Project Implementation Unit to achieve the targets of NCRMP-II in nine coastal districts of Kerala. The Finance Manager will be responsible for preparing financial statements, maintaining cash controls, preparing the payroll and personnel administration, purchasing, maintaining accounts payable and managing office operations.

### **Scope of work**

- Ensures that adequate financial controls are in place to maintain propriety and proper accountability of expenditures.
- Ensures the financial transactions are properly authorized, recorded, have adequate supporting documentation, filed, maintained and can be easily extracted for the purpose of preparing financial statements; and financial audits.
- Monitors budgets and expenditures and contribute to preparation of budget revision.
- Prepares and submits timely and reliable, financial documents and financial reports Central Government and State Government.
- Establishes a computer based monitoring system for expenditures.
- Checks and ensures that all procurement process and expenditures of the project in accordance with the World Bank procedure. This includes ensuring receipts to be obtained for all payment.
- Checks budget lines to ensure that all transactions are booked to the correct budget lines.
- Providing and interpreting financial information.
- Analysing change and advising accordingly.
- Formulating strategic and long-term budget plans.
- Liaising with auditors to ensure annual monitoring is carried out.
- Developing external relationships with appropriate contacts, e.g. Auditors, solicitors and bankers.
- Responsible for any financial tasks related to organization of conferences, workshops, retreats.
- Reports to the project Technical Officer for any task related to the project.
- Carry out any other activity as directed by the Project Director, Additional Project Directors and Project Manager
- Undertake any activity assigned by Kerala State Disaster Management Authority or Government

#### **4/2017: Construction Manager**

**Overview of the position:** The Construction Manager will be part of the Project Implementation Unit to achieve the targets of NCRMP –II in the nine coastal districts of Kerala. The Construction Manager will be responsible for planning, co-ordination and ensuring that the construction is in compliance with National Building Codes and Quality standard. She/he will report to the Project Manager and will provide technical assistance and advice to the implementing agencies through the SPIU and PWD.

#### **Qualification**

Individuals with minimum 5 years of experience in designing and construction supervision of buildings, public infrastructure works of which at least one project as Team Leader/Manager in any World Bank or other multilateral financed projects and or equivalent in large infrastructure projects. Experience in working for large construction projects in Kerala is necessary

#### **Scope of work**

- 1) Review designs of Multipurpose Cyclone shelters (MPCS), evacuation routes, construction and quality control methods, review certification of works, conforming specifications and drawings prepared by Kerala State PWD (implementing agency) ;
- 2) Visit proposed sites for construction and assess the feasibility of the design of the structures proposed for construction at each site, before recommending the same for approval by the Project Manager (PM);
- 3) Provide necessary assistance to Kerala State PWD to prepare design reports. In case of item rate contracts, review the detailed engineering design and drawings prepared by PWD;
- 4) Provide necessary oversight inputs to PWD and Project Manager on matters relating to detailed engineering design and drawings prepared by PWD;
- 5) Approve the MPCS designs for various capacities based on applicable designs standards and construction norms and submit to PM/World Bank for final concurrence;
- 6) Review Detailed Project Reports (DPR) and tender documents prepared for Access Roads and MPFS subcomponents, and ensure that the same is in compliance with the procurement plan approved.
- 7) Prepare/update annual procurement plans and submit the same to PM and World Bank for approval;
- 8) Review standard bid documents prepared by PWD before submission to World Bank for approval;
- 9) Review tender evaluation reports prepared by PWD and provide inputs to Project Manager (PM) for approval/ appropriate course of action;
- 10) Assist State Project Implementation Unit (SPIU) in carrying out procurement, prepare technical specification for goods, Terms of Reference (TOR), consultant services etc;
- 11) Assist State Project Implementation Unit(SPIU) in carrying out procurements, consultant selection, technical specifications for goods, finalizing RFPs/bid documents, particularly the qualification requirement, conditions of the contracts, Terms of Reference (ToR) for consultant services, and quality assurance plan for the civil works contracts and supply contracts;

- 12) Assist PM in reviewing and approving procurement contracts for civil works, goods and services undertaken in the project;
- 13) Prepare regulatory framework and procedures for dispute resolution of contracts;
- 14) Assist the SPIU and PWD in developing quality control procedures. Prepare a quality control program and ensure implementation by PWD;
- 15) Ensure quality of the work during construction;
- 16) Prepare/review documentation on norms, procedures, and costs estimates in consultation PWD, and or other authorized stakeholder for maintenance of assets post construction stage including review of guidelines for use of the assets established under the project;
- 17) Coordinate and supervise the work PWD and monitor progress of work by Contractors, consultants and services of PWD, as applicable
- 18) Assist Project Manager and or his authorized personnel and execution agencies in implementing and updating the procurement plan for the project;
- 19) Compile and prepare all progress reports as per World Bank and GOI requirements, from time to time;
- 20) Any other work as assigned by the Project Manager from time to time.

**APPLICATION FORM FOR THE POST OF \_\_\_\_\_**

NATIONAL CYCLONE RISK MITIGATION PROJECT, STATE PROJECT IMPLEMENTATION UNIT - KERALA  
KERALA STATE DISASTER MANAGEMENT AUTHORITY, DEPT. OF DISASTER MANAGEMENT, GOVT.  
OF KERALA, ILDM, PTP NAGAR, THIRUVANANTHAPURAM – 695038  
EMAIL: NCRMP.KERALA@GMAIL.COM; TEL/FAX: 0471-2365494

(TO BE FILLED IN CAPITAL LETTERS)

Post applied for : Post No:

1. Name of the applicant :

2. Sex : Male Female

3. Date of birth & age :

4. Marital status : Unmarried Married

5. Religion & caste :

6. Father's name :

7. Nationality :

8. Educational qualifications :

Name of exam	Discipline/Subject	Name of College/University	Year of passing	% of total marks

9. Work experience :

Name of organization	Type of organization (Govt./PSU/Pvt)	Post held	From (Month & Year)	To (Month & Year)	Scale of pay	Job responsibilities

10. Training programmes/ Workshops/Conferences attended with details of paper presentation, if any :

11. Correspondence address with Pin code, telephone number & email id :

12. Permanent address with Pin code, telephone number & email id :

### **Declarations**

I hereby declare that the above information is true and correct to the best of my knowledge. I fully understand that in the event of any information being found false or incorrect at any stage, my candidature for selection/appointment is liable to be cancelled/terminated and or appropriate action can be taken against me.

Date:

Signature of the candidate

**Note for candidates:** If need be, the appointing authority will contact previous employees/referees for verification. Candidates should ensure that the email id & telephone numbers provided are in working condition. Norms of selection will be as per those applicable for contract posts in the Science and Technology institutions under Government of Kerala. Relaxation of age limit will be as applicable to such contract posts in the Science and Technology institutions under Government of Kerala whereby age relaxation for the upper limit is applicable to SC/ST/OBC and other eligible category applicants. Eligibility for age relaxation should be proven by producing necessary certificates from competent authority. Applications should reach this office on or before 18<sup>th</sup> November 2017 via post or by personal submission to SPIU, NCRMP-Kerala.