

**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.disasterlesskerala.org](http://www.disasterlesskerala.org)

**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.

Post No	Post	No. of vacancies	Maximum Salary/month/head	Qualification	Experience & skills
1.	Local Community Mobilise	9 posts for 9 coastal districts in Kerala	22,000/-	MSW/MSc Earth Science/ Environmental Sciences and Disaster Management	2 years (Experience in Disaster Management desirable)

- Appointments are purely on contract basis for a period of 1 year which is likely to be extended
- Local Community Mobilizer will be located in the office of SPIU, Thiruvananthapuram/ Any of the 9 coastal districts of Kerala
- 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 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.
- The ranklist prepared based on this advertisement will be valid for a period of one year and vacancies arise during this period will be filled from this list as and when required.
- Applications must reach the State Project Manager, State Project Implementation Unit, NCRMP – Kerala, 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 30<sup>th</sup> April 2018, 5 pm.

This advertisement was published in the internet ([www.disasterlesskerala.org](http://www.disasterlesskerala.org)) on 11 .04-2018.

Sd/-

Thiruvananthapuram

Date: 11.04.2018

State Project Manager

NCRMP – Kerala

# Terms of Reference

## Local Community Mobiliser

### Overview of the position

• The Local Community Mobiliser, who shall report to State Project Implementation Unit [SPIU] will ensure district level community participation at all phases of project implementation.

### Scope of work

- Act as liaison between State Project Implementation Unit (SPIU)
- Facilitate and coordinate community consultation, meetings, discussions, trainings and demonstration activities.
- Conduct regular field visits to the construction site to identify, record and report on the progress on the work as per time schedule.
- Regular follow up and monitoring visits to different committees formed in the villages.
- Report to SPIU on relevant social and environmental issues related to the project that needs attention and maintain a record of corrective measures taken.
- With the support of SPIU, interact with individuals/ community and contractors to gather information on issues if any related to the project.
- Commune with the local community to raise awareness on the project.
- Coordinate with Public Work Department to obtain necessary data for Detailed Project Report preparation.
  - Act as a facilitator while conducting community level workshops.
- Provide necessary inputs in monitoring and evaluation stages of the project as per formats on regular basis.
- Assist SPIU in community mobilisation activities of the project with the aim to complete the activities within the time schedule.
- Prepare monthly progress reports in specified formats and submit the same to SPIU.
  - Prepare monthly progress reports to record the field visits made to districts other than where he/she reports.
  - Prepare a monthly actions plan of the planned activities in the specified formats and submit the same to SPIU.
  - 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 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		Scale of pay	Job Responsibilities
		From (Month & Year)	To (Month & Year)		

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. Age relaxation is applicable to SC/ST/OBC and other eligible category applicants as per Govt. of Kerala norms. Eligibility for age relaxation should be proven by producing necessary certificates from competent authority. Applications should reach this office on or before via post or by personal submission to SPIU, NCRMP-Kerala.