

Terms of reference for National Project Support Officer,
National Earthquake Scenario exercise

GeoHazards Society (GHS) is a not-for-profit organisation working towards making the country's most vulnerable communities safer from earthquakes and other hazards, through preparedness, mitigation and advocacy. Along with its international partner organisation, GeoHazards International (www.geohaz.org), the organisation has been working in partnership with government organizations and Corporate Sectors in conducting programmes on Community Preparedness, School Safety, Hospital Safety, engineers training programmes, business continuity planning etc

GHS is playing a coordinating role in an NDMA project in coordination with IIT Bombay and IIT Madras to develop an earthquake scenario for a magnitude 8.0 earthquake in the Haryana-Himachal Pradesh border. This exercise will involve the States of Haryana, Himachal Pradesh, Chandigarh (UT), Uttarakhand and Jammu Kashmir.

GHS seeks to hire full time staff members to facilitate the project at various locations including NDMA and in the field to coordinate with the State Governments concerned. GeoHazards Society seeks to hire a full-time project support officers for the above partnership project to be based in New Delhi and Chandigarh. The expected duration of the current assignment would be one year with assured* continuity in other GHS projects beyond this project. (*depending on performance)

For **National Project Support Officer** (NDMA) : Based in New Delhi

The selected PSO would be lateral leaders having the following primary responsibilities:

- Coordinate on behalf of NDMA with various stakeholder institutions such as IITB, IITM, SDMAs and other National and State level agencies involved in the exercise.
- Monitoring and coordination of activities of the State level PSOs.

- Facilitating workshops, and meetings of stakeholders in NDMA.
- Documentation of project meetings and preparing monthly progress reports.
- Making logistical arrangements and providing on-ground support for project activities at the National level.
- Any other task as assigned by the Project Manager

Applicants must be post-graduates with at least four years of work experience in disaster management, public policy, health, education, or an earthquake-related technical field (for example, geology, geography, seismology, structural engineering, or geotechnical engineering). Successful applicants will have good inter-personal skills and demonstrate that they are capable of successfully coordinating diverse groups of stakeholders, managing working relationships between project participants, and handling logistical and administrative tasks. The position requires good English and Hindi speaking and writing skills. Applicants should have excellent computer skills. Previous experience of working with Government / Government agencies will be a definite advantage.

Starting compensation will be based on experience and demonstrated competencies. Adjustments in salary, if any, will be based on performance.

To be considered for this position, please submit your curriculum vitae to GHS project coordinator hari@geohaz.org