

Terms of reference for State 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.

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 **State Project Support Officer** (States) : Based in Chandigarh (3 posts)

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

- Coordinate on behalf of NDMA concerned with various stakeholder departments such as Revenue, Health, Education, Public works etc involved in the exercise.
- Coordination of activities with National PSO, NDMA

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

Applicants must be graduates with at least three years of work experience in disaster management, public policy, health, education, or an earthquake-related technical field (for example, geology, 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 positions require good Hindi and English speaking and writing skills. Applicants should also 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.

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