

TERMS OF REFERENCE

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| 1 | Name Of the Post | Deputy Director |
| 2 | Background | GSDMA is the apex body of Disaster Management in the Gujarat to mandate the policies, plans and guidelines for Disaster Management, to ensure timely and effective response to disasters. |
| 3 | Scope | <ul style="list-style-type: none">• Dy Director needs to provide specialized inputs in relevant areas of disaster management. Dy Director also need to provide domain specific assistance in formulation of guidelines for conducting the subject related training, Admin Activities, Annual Reports Preparation, Procurement, Governing Body Meetings, DRM Programme, Apdamitra Scheme, School Safety Programme and Other Disaster Management related Projects.• Monitor and report progress of projects and works assigned to relevant authorities• Coordinate various issues with Districts and other stakeholders• Deal with matters related to capacity building and training for strengthening disaster response capacities• Coordinate Community awareness programs through NDRF, Civil Defense and other community volunteers. |

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| | | <ul style="list-style-type: none"> • Assist in formulation and review of policies pertaining to preparedness, response & relief. Organize disaster awareness training. • Assists in planning and implementing disaster plans and related training programs associated with all aspects of emergency management. |
| 4 | Appointment Details | <ul style="list-style-type: none"> • Contract Basis • Extension will be based on satisfactory performance reviews by Competent Authority • The contract may be terminated by either side with one month notice period. |
| 5 | Reporting Mechanism | <ul style="list-style-type: none"> • The Deputy Director shall report to CEO,GSDMA |
| 6 | Qualification and Experience | <ul style="list-style-type: none"> • Candidate should have a Master's Degree in Disaster Management with 5 Years Work Experience with Government |
| 7 | Upper Age Limit | <ul style="list-style-type: none"> • 45 Years |