



church's auxiliary
for social action

Name of the Position: Four District level CCDRR Consultants – Malda, Murshidabad, South 24 Parganas and Purulia

Duration: 12 months (3 months will be probation period)

Position opens from: 1st July 2019

Age: Upper age limit 40 years

Key deliverables:

- Strengthening DRR with Child Centred approach at District level
- Promote CBDRR with special focus on Children and Women
- Promote Comprehensive School Safety & Security Plan (CSSSP)
- Review and integration of CCDRR, CRIA in the District and Block Disaster Management Plans (DDMPs/ BDMPs)
- Promote Child Centered DRR through various platforms for scaling up across the State

Roles & responsibilities:

- Networking, linkage and coordination with District Disaster Management Authority and NGOs on the Project Objective.
- Organize District, Block and School level Trainings in coordination with the project team and project stakeholders.
- Collect data, analyse and provide updated information to the concerned project staff for documentation.
- Prepare and submit monthly, quarterly project review reports, and technical progress reports.
- Keep updated project records / documents of meetings, workshops and other information as per requirement.
- Regular coordination with the Project Coordinator.

Minimum qualification

- PG / Graduate in Social Science or relevant Subject
- Ability to interact with the Senior Govt. officials and school principals and teachers & students
- Computer & Internet knowledge

Desirable Qualification

- Working knowledge on Disaster Management and Child Rights

- Has the ability to interact with the District & Block level Government Officials
- Thematic understanding on DRR & Child Related Issues
- Ability to write in English with accuracy and grammatically correct
- Sound health (to be able to work under pressure, stress, time limit and extended working hours if needed).
- Requires traveling extensively in rural areas within the district
- Having a driving license is an added advantage

Working Experience

- 3 to 5 years Experience in the Social Sector on DRR & Child Centric Issues
- Conducted Training programmes and facilitating training programmes
- Experience in Participatory Planning Process

Language Known

- Bengali, English and Hindi

Preference

- Applicant resident of the following districts “Malda, Murshidabad, South 24 Parganas and Purulia”
- Having own Motor Bike and valid driving license
- Willing to work under pressure
- Willing to work on holidays as and when required under emergency

Place of Functioning

- Malda, Murshidabad, South 24 Parganas and Purulia
- Need to Travel Kolkata as and when required

Consultation Package

Monthly Rupees Thirty Thousand only (TDS applicable)

We are having gender balanced working environment, women candidates are encouraged to apply.

Send your Details CV with all supporting documents of your Qualification (in PDF version) to – casawestbengal@gmail.com within 7th July 2019