



SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Prime Minister's Office (National Disaster Risk Reduction and Management Centre)

Post: Coordinator for Community Mobilisation and Local Community Support, Preparedness Team

Salary: Rs 36,575 x 1,200 – 37,775 x 1,500 – 58,775 (02 64 79)

Effective Date: 09 October 2014

Qualifications: A. A degree in Sociology or Business Administration or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) reckon at least five years' experience in the implementation of community mobilisation programmes and activities or in related community level activities;
- (ii) possess strong motivational skills;
- (iii) possess strong interpersonal skills with ability to establish and maintain effective working relationships with people of different backgrounds;
- (iv) be able to work under pressure; and
- (v) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

- Duties:**
1. To be responsible to the Director Preparedness for the performance of the following duties –
 - (a) to establish the primary liaison function with local committee focal points for disaster management;
 - (b) to act as liaison between the National Disaster Risk Reduction and Management Centre and other key actors within the Centre and other stakeholders;

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 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

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PUBLIC SERVICE COMMISSION REGULATIONS**

-2-

- (c) to develop guidelines for elaboration of appropriate Disaster Risk Reduction and Management Plans by Ministries, Departments and other stakeholders and to ensure appropriate support in building disaster risk management capacity accordingly;
 - (d) to work with the Recovery Team in identification of priority disaster risks and priority areas, communities and households;
 - (e) to work with communities to identify risks and build capacity to reduce risks and build resilience to disasters and to ensure risks and priorities are taken on board in local and national Disaster Risk Reduction and Management Plans;
 - (f) to liaise with the Education and Training Unit and provide information and resources on Training courses to be organised;
 - (g) to ensure implementation of the National Disaster Risk Reduction and Management policy based on relevant indicators laid down in the National Strategic Framework for Disaster Risk Reduction and Management;
 - (h) to contribute to the regular review and updating of National Policy, Plan and Strategies; and
 - (i) to ensure that the work of the Community Mobilisation and Local Community Support, Preparedness Team is well co-ordinated within the Centre.
2. To use ICT in the performance of his duties.
3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Coordinator for Community Mobilisation and Local Community Support, Preparedness Team in the roles ascribed to him.

Note

The Coordinator for Community Mobilisation and Local Community Support, Preparedness Team will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays and during cyclonic periods and other natural calamities and emergencies.



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