

Position: Disaster Risk Reduction (DRR) Field Coordinator at Kolkata, West Bengal, India

Organisation: All India Disaster Mitigation Institute (AIDMI)

Location: Kolkata, West Bengal, India

Job Type: Full-time

Application Deadline: January 10, 2025

A. About AIDMI

The All India Disaster Mitigation Institute (AIDMI) is a community-based action planning, research and policy support local organisation, working towards bridging the gap between policy, practice and research related to humanitarian action, disaster risk reduction and climate resilience. For more details, visit www.aidmi.org.

B. Position Overview

We are seeking a dynamic professional to join our team as a **Disaster Risk Reduction (DRR) Field Coordinator based in Kolkata, West Bengal, India** to lead knowledge management, and capacity-building related to climate extreme events with a focus on heat. The role involves leading field operations, developing knowledge products, and implementing monitoring and evaluation systems. This is a one-year contract with a yearly extension based on the review. We encourage women, *Dalits*, disabled, and minorities to apply.

C. Key Responsibilities

- **Field Management:** Oversee AIDMI's fieldwork, including surveys, field visits, data documentation, and communications with field stakeholders.
- **Knowledge Product Development:** Design and develop knowledge products using participatory processes.
- **Training & Capacity Building:** Design and conduct training sessions and capacity-building activities with relevant stakeholders.
- **Best Practices Monitoring:** Monitor and document good practices, incorporating new techniques and tools.
- **Webinar Coordination:** Collaborate to organise and implement at least three online webinars supporting AIDMI's initiatives.
- **Data Management:** Develop and implement data collection processes using digital platforms and analytical tools such as Kobo Toolbox, MAXQDA, NVivo, SurveyCTO, Google Form, Zoom, Google Meet, CommCare, Audio recording, and others.
- **Project Implementation:** Facilitate decision-making on planning, budgeting, and implementation issues; provide inputs to strategic planning; conduct field visits for support and quality assurance; and ensure effective project management.
- **Technical Support:** Provide technical inputs for disaster surveillance, monitoring, and early warning systems; support the development of emergency appeals and local contingency plans; and facilitate the institutionalisation of disaster risk management guidelines.

- **Coordination and Networking:** Foster relationships with government agencies, NGOs, and other stakeholders; represent AIDMI at meetings and events; and ensure project activities are well-coordinated with relevant entities.
- **Monitoring, Evaluation, and Learning:** Ensure timely submission of progress reports, track project achievements and challenges, promote knowledge sharing, and conduct evaluations of activities.

D. Required Qualifications

- Graduate or Master's degree in Social Science, Disaster Management, Environmental Protection, or related field from an accredited university.
- 3-5 years of relevant work experience is preferable.
- Strong analytical and documentation skills.
- Proficiency in data analysis tools and digital platforms.
- Excellent and time-bound written and verbal communication skills in English, Hindi, and Bengla.
- Willingness to travel extensively for fieldwork and policy work in India and beyond.

E. Desired Experience

- Previous experience in the development sector, humanitarian work, or government consulting.
- Field experience in disaster response operations.
- Experience working with vulnerable populations.
- Knowledge of participatory and data software research methodologies.

F. Terms and Conditions

- The position is based in Kolkata with frequent travel to field locations and beyond.
- Compensation will be competitive and commensurate with experience.
- Travel, accommodation, and other work-related expenses will be reimbursed as per organisational policies.
- The initial contract will be for one year and renewable based on performance.
- Must adhere to AIDMI's policies including PSEA policy.
- All work products will remain the intellectual property of AIDMI.

G. Application Process

Interested candidates should submit their application using this link:

<https://aidmi.org/application-form/>. The full selection process will include suitable assessments and interviews.

1. Detailed CV
2. Cover letter
3. Two professional references
4. Writing sample

Application Deadline: Applications must be submitted by January 10, 2025.