

Position: Disaster Risk Reduction (DRR) Field Officer in Ahmedabad, Gujarat, India

Organisation: All India Disaster Mitigation Institute (AIDMI)

Location: Ahmedabad, Gujarat, India

Job Type: Full-time

Application Deadline: November 15, 2026

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 **Field Officer based in Ahmedabad, Gujarat, India**, to lead fieldwork focusing on data exercises, focus group discussions, field documentation, and conducting participatory and capacity-building activities with youth leaders, children, women's groups, small business owners, transportation workers, and related groups. The role involves leading field operations, developing field knowledge products, design, and implementing monitoring and evaluation systems. This is a one-year contract with a yearly extension based on performance and review. We encourage women, *Dalits*, people with disabilities, and minorities to apply.

C. Key Responsibilities

- **Field Management:** Oversee AIDMI's fieldwork, including surveys, field visits, data documentation, and communications with field stakeholders.
- **Research Design:** Support the design of participatory research and data collection methodologies for effective field implementation.
- **Field Engagement:** Design and develop knowledge products using participatory processes.
- **Training & Capacity Building:** Design and conduct training sessions and capacity-building activities with relevant field stakeholders.
- **Best Practices Monitoring:** Monitor and document good practices, incorporating new techniques and tools in the field.
- **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, SurveyCTO, Google Forms, CommCare, Audio recording, and others. Ensure data processing and quality, storage, protection, and analysis.
- **Project Implementation:** Facilitate decision-making on planning, budgeting, and implementation; conduct field visits for support and quality assurance; and ensure effective project management.
- **Coordination and Networking:** Foster relationships with 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 a related field from an accredited university.
- 3-5 years of relevant work experience is preferable.
- Excellent and time-bound written and verbal communication skills in English, Hindi, and Gujarati.
- Willingness to travel extensively for fieldwork.

E. Desired Experience

- Previous experience in the development sector and humanitarian work.
- Field experience in disaster response operations.
- Experience working with at-risk populations.
- Knowledge of participatory and data software research methodologies.

F. Terms and Conditions

- The position is based in Ahmedabad with frequent travel to field locations in Ahmedabad and beyond.
- Compensation will be competitive and commensurate with experience.
- The initial contract will be for one year and renewable based on performance.
- Must adhere to AIDMI's policies, including the PSEA policy.

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 November 15, 2026. The interview process will be initiated even before November 15, 2026, upon receiving an eligible application.