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**Udyog Bhawan (Second Floor), East Gandhi Maidan, Patna 800 004**  
**(Centre of Excellence in Disaster Management (CoEDM))**

## Job description

### Job title: Administrative Assistant (Accounts)

#### Background

Bihar is prone to multiple hazards including floods, earthquakes, drought, cyclonic storms, fire, hailstorms, and lightning of high severity. 28 of the total 38 districts in the state are prone to floods. Areas in south Bihar that were historically not flood prone have also started experiencing flooding in recent years due to various climatic and human factors. A large part of the state is also prone to seismic activities and cover multiple seismic zones. In 2018, the State faced serious drought, which affected 280 blocks of 25 districts. The State also faces extreme heat and cold wave conditions in peak summers and winter, respectively. The complexity has got further enhanced in 2020 with the biological hazard of SARS-CoV2 and related challenges. Mass casualties due to fire incidences and road-traffic accidents are also high in Bihar among human induces hazards. Lightning and high-speed winds in parts of the state have also added further distress.

Disaster Management Department is the nodal department of the government for effective management of disasters through timely response by coordinating and monitoring emergency relief as well as implementing long-term mitigation measures by mainstreaming Disaster Risk Reduction in development planning.

The Department of Disaster Management (DMD) has signed MoU with the Development Management Institute to establish a 'Centre of Excellence in Disaster Management (CoEDM)' at Development Management Institute (DMI), Patna. This Centre is functioning as an academic project unit of DMI with its own dedicated human resources team and infrastructure support with focus on disaster management studies through training, research, education, and consulting activities.

#### Vacancy

The CoEDM, at DMI Patna requires the services of suitable candidates with academic orientation and administrative experience to serve as 'Administrative Assistant (Accounts)' on contract basis for a period of two years with the possibility of renewal, contingent upon individual performance and continued funding, wherein first year shall be in probation.

## **Qualification & Experience required**

- Master's in commerce/Finance or related discipline
- Minimum two years of post-qualification relevant experience of working with any Government supported society or academic institution with research inclination.

## **Job Requirements**

- Command in English and working knowledge of Hindi language (Written and Verbal).
- Very good understanding in financial planning and other related matters
- Propensity to research especially regarding financial aspects with good writing skills
- Preparation of financial planning and accounting reports
- Looking at the financial aspects in disaster situations
- Well versed in Microsoft Office (Word, PowerPoint, Excel).
- Good interpersonal and public relations skills; ability to work with a team in a multi-stakeholder environment.
- A self-motivated person with a strong desire to learn; undertake new challenges
- Ability to coordinate with diverse partners; a good sense of information/data quality and excellence of work.
- While the work headquarters would generally be at Patna, should be willing to work in the field intermittently for weeks and months outside the headquarters.

## **Key Responsibilities**

- Command in English and working knowledge of Hindi language (Written and Verbal).
- Ability to render effective support in finance and accounts-related matters
- Able to maintain accounts
- Preparation of financial planning and accounting reports
- Process the bills/receipts for payment
- Prepare an inventory of stocks
- Ability to coordinate with diverse partners; a good sense of information/data quality and excellence of work.
- While the work headquarters would generally be at Patna, should be willing to work in the field intermittently for weeks and months outside the headquarters.
- Any other work, as assigned by the coordinator - CoEDM and the Director, DMI from time to time

## **Compensation**

Competitive (Pay Band 9300-34800); Based on qualifications/experience.

**Mode of application online through the DMI website**