

TERMS OF REFERENCE OF Office Attendant/Multi-Purpose Worker

JOB TITLE: Office Attendant/Multi-Purpose Worker

Location: PMU/PIUs-UDRP (WB) Uttarakhand, Dehradun

Contract term: One year with possibility for extension

Start date: Immediately

Responsible to: PD PMU/Program Manager PIUs-UDRP (WB) Uttarakhand, Dehradun

Responsible for: Carrying out day to day works required in the offices of PMU/PIU

BACKGROUND:

In June 2013, the north Indian state of Uttarakhand and adjoining regions experienced heavy rainfall due to a cloud burst causing devastating landslides and flash floods. The rainfall during the period of June 15 – 18 recorded to be 375 % above the normal rainfall resulted in a total human live loss of 580 as reported by the State Govt. of Uttarakhand (GoU) with more than 5400 still reported as missing. The region is amongst the country's most important pilgrimage centers and the disaster occurred during the peak pilgrimage season leaving over 70,000 tourists and over 100,000 locals stranded in the upper reaches of the mountain terrain. As per the preliminary assessment report by the GoU and UN, total local population affected is recorded as 110,000, 4200 villages affected, 9200 cattle / livestock lost, 3320 houses fully damaged.

The Government of Uttarakhand was extremely proactive in relief operations in the immediate aftermath of the flood and also received support from GoI for this. The project will support the recovery of communities from the flood event in the priority affected districts of Uttarakhand.

Required skills and expertise

- Mail distribution
- Post office work
- Filing
- Office upkeep
- Runner duties

Qualifications and Experience

As mentioned against each post in the advertisement.