

Terms of References for Deputy Program Director

Job Title: Deputy Program Director

Location: PMU (ADB) Uttarakhand, Dehradun

Contract term: One year with possibility for extension

Start date: Immediately

Responsible to: Program Director, PMU- UEAP (ADB) Uttarakhand, Dehradun

Responsible for: Assist Program Director in management of the Asian Development Bank assisted Uttarakhand Emergency Assistance Project (UEAP)

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.

Purpose of the Job:

To work within the PD's Office, as deputy to the Programme Director, to support the implementation, reporting and documentation of the Asian Development Bank assisted Uttarakhand Emergency Assistance Project (UEAP) at a senior level.

Person Specification:

- Chief Engineer Level officer with experience in externally aided projects.
- Minimum experience of 10 years in similar works
- Experience of working in hilly regions
- Can demonstrate IT skills including experience of MS Word, MS projects and Internet Explorer
- Proficient in English and Hindi and able to write reports in both languages

Scope of Work

- To assist the Program Director in directing the work of the Project, in accordance with agreed strategic priorities and plans, to ensure delivery of projects in line with the project objectives.
- Develop regular plans with PIUs for the project activities

- Oversee day-to-day operations and designated management responsibilities of the Project with a specific view to ensuring priorities are understood and, responsibilities and resources are adequately.
- Responsible for the day-to-day coordination of activities within Project Implementation Units and District Magistrate Offices/District Units.
- Act as focal point to monitor progress, identify bottle necks and inform management to take corrective actions for smooth implementation of the project activities
- Document project progress and inform PD on a regular basis
- Any other relevant work as and when required.