



# GILGIT BALTISTAN DISASTER MANAGEMENT AUTHORITY

## EXPRESSION OF INTEREST

### HIRING OF CONSULTANTS

1x Monitoring Evaluation and Reporting Learning Officer and 1x Financial Officer for execution of GLOF-II Project components in 10x Districts of Gilgit Baltistan

#### MERL Officer TORs

- As member of the GBDMA technical team, the incumbent will assist in the implementation of Glacier Lake Outburst Flood (GLOF-II) project activities under GBDMA in the target valleys. He/ She will be responsible for providing support in project activities as outlined below.

##### Specific Activities/Responsibilities:

- Technically guide in the implementation of GIS mapping of the hazard communities. In this regard, prepare Terms of References for engaging a specialized company/organization for mapping of target valleys.
- Assist the DD GBDMA to prepare annual work plan of GLOF-II project activities with input from DD GBDMA and relevant stakeholders.
- Ensure implementation of submitted annual work plan by relevant stakeholders i.e. Govt. line departments, NGOs, and CBOs for ensuring timely physical progress of the project.
- Responsible for the timely submission of physical progress report of GLOF-II project from stockholders/ Government line departments to GBDMA.
- Assist the Environmental Specialist by providing required data to compile quarterly, biannual, and annual physical and financial progress reports of the project.
- Keep track of all ongoing project activities to ensure consistency with project implementation timelines.
- Develop targets and performance indicators for including in monitoring system to evaluate the performance of relevant stakeholders of GLOF-II project.
- Develop special summaries/reports of project activities as and when required.
- 
- Assist GBDMA for any technical input as and when required.
- Perform any other duty relevant to the project as may be assigned by the DG GBMA, Deputy Director, and

##### Qualification, Experience, and Skills

- Sixteen year of education in Social Sciences, Business Administration, Public Administration, or any other relevant discipline from a HEC recognized University.
- Minimum 02 years of relevant post qualification experience in development projects implemented by national/international organizations or Government Departments.

#### Financial Officer TORs

- As member of the GBDMA technical team, the incumbent will assist in the implementation of Glacier Lake Outburst Flood (GLOF-II) project activities under GBDMA in the target valleys. He/ She will be responsible for providing support in in project activities as outlined below.

##### Specific Activities/Responsibilities:

- Responsible for effective coordination between P&DD, UNDP, and Stakeholders/ government line departments of the project for implementation of operational and financial strategies
- Assist the Deputy Director GBDMA in administrative /financial matters of the project by Liaison with UNDP regional office and relevant stakeholders of the project.
- The Finance Expert works in close coordination with PIU-GB (Finance Unit) to ensure consistent service delivery complying with UNDP rules and donor's requirements.
- Full compliance with UN/UNDP rules, regulations, and policies of financial activities, financial recording/reporting system and follow-up on audit recommendations; implementation of effective internal controls, proper functioning of a client-oriented financial resources management system.
- Support to all line departments in logistics, procurement, finance and recruitment for the project, in accordance with corporate UNDP rules and regulations as well as donor's requirements.
- Guides the work of line department's finance staff.
- Prepare financial documents related to the project implementation.
- Develop monthly financial reporting mechanism; maintain financial records and monitoring systems to record and reconcile expenditures, balances, payments and other data for day-to-day transaction and reports.
- Advise and assist line departments accounting staff, experts and consultants on all respects of allowances, salary advances, travel claims and other financial and administrative matters.
- Prepare detailed cost estimates and participate in budget analysis and projections as required to handle all financial operations of the project office, make cash payments and reconcile all accounts in required time frame.
- Maintain, update and transmit inventory records of GBDMA and other line departments of non-expendable equipment in accordance with UNDP rules;
- Ensure full compliance of financial processes and financial records with UNDP rules, regulations, policies and strategies.

- Experience in trainings and HR development research will be preferred.
- Proficient in Quantitative data analysis
- Demonstrated recent experience in planning and implementing of climate change adaptation projects aiming to minimize the risk and vulnerability of climate change driven disasters.
- Candidates having working experience with government or UN agencies will be an added advantage.

- Perform any other duty relevant to the project as may be assigned by the DG GBDMA, Deputy Director, and AD GBDMA.

**Qualification, Experience, and Skills**

- Sixteen year of education in Finance, Business Administration/ MBA /ACA /ICMA /CA
- Minimum 02 years of relevant experience in development projects implemented by national/international organizations or Government Departments.
- Candidates having working experience with government or UN agencies will be an added advantage

**Application Process**

- Applicants are required to submit their required documents with the cover letter, including CNIC Copy, Domicile, Degree (Verified), Relevant Experience certificates to GBDMA Head Quarters, Near GB Scouts HQ's Minawar Gilgit within fifteen (15) days from the date of publication of this advertisement.
- Selected candidates can be posted anywhere in Gilgit Baltistan.
- No TA/DA will be admissible for appearing in test/ interview.
- Period of Hiring will be till (31<sup>st</sup>, December, 2022). Non extendable.

**ZAHEER UDDIN BABAR  
DEPUTY DIRECTOR**

Gilgit Baltistan Disaster Management Authority, Near GB Scouts, Minawar Gilgit  
Phone No. 05811-920874