

TERMS OF REFERENCE OF Multi-Purpose Worker

JOB TITLE: Multi-Purpose Worker

Location: PMU/PIUs-UDRP-2 (WB) Uttarakhand, Dehradun

Contract term: One year with possibility for extension

Start date: Immediately

Responsible to: PD PMU/Program Manager PIUs-UDRP-2 (WB) Uttarakhand, Dehradun

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

BACKGROUND:

The Government of Uttarakhand is extremely proactive in mitigation and management of disasters. For enhancing technical capacity of the state in prevention and mitigation of different hazards, the Government of Uttarakhand is receiving financial assistance from the World Bank for “Uttarakhand Disaster Recovery Project (Additional Financing)”. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

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.