

Job Description
For
Multi-Purpose Worker

**Uttarakhand Disaster Preparedness & Resilience Project
(U-PREPARE)-World Bank**

Job Title:	Multi-Purpose Worker
Location:	PIU, Uttarakhand, Dehradun
Number of Post:	01
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director, Program Manager, Reporting Officer, Manager Office Management.
Responsible for:	Carrying out day to day works required in the offices of PIU

BACKGROUND:

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. 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.

Purpose of the Job:

The Multi-Purpose worker will be responsible to efficiently manage and execute a variety of daily based tasks and operations essential for the smooth functioning of PIU within the U-PREPARE project.

Person Specification:

Intermediate (10+2) with at least 01-year work experience in related field.

Scope of Work:

- Opening and closing of PIU.
- Assisting in daily based and routine PIU operations in the premise
- Maintenance of cleanliness and hygienic conditions in the PIU premises.
- Arrangement for drinking water in the PIU
- Distribution of files/documents in the required departments
- Any other PIU related miscellaneous activities as assigned by seniors.