

**Assam State Disaster Management Authority****Vacancy Announcement**

Application in online mode along with copies of all certificates, recent passport size photo, experience certificates, etc. are invited from intending candidates, who are Indian Citizens, for engagement on contract basis under ASDMA for the following positions:

Sl .No.	Name of the Post	No. of posts
1	Land Taxation Modelling Specialist	1 (one) No.
2	Land Management Systems Specialist	1 (one) No.
3	Geo – spatial Specialist	1 (one) No.
4	Data Analytics Specialist	1 (one) No.
5	Legal Drafting Specialist	1 (one) No.
6	Legal Systems Analytics Specialist	1 (one) No.

Last date for submission of application is **24-01-2024 / 5.00 PM**

Detailed Terms of Reference (ToR) may be seen at ASDMA website <http://asdma.gov.in/> or <https://asdma.assam.gov.in>. Applicants can apply online at <https://niyukti.assam.gov.in/asdma/index.php/home/instruction>

**Deputy Secretary &  
State Project Coordinator,  
Assam State Disaster Management Authority.**

## Terms of Reference for Consultants

### 1. Land Taxation Modeling Specialist

#### Scope of work

The land taxation modelling expert will offer a policy-oriented analysis as well as practical approaches to implementation of land valuation-based taxes in the state. Along with it focus on fiscal, legal, political, social and administrative issues and study real property markets, system development for value-based property taxation, tax collection and taxpayer education and services.

#### Detailed Tasks

1. Conduct extensive research on adopting innovative fiscal tools such as Value Capture Finance (VCF) mechanisms for gaining ground as a systematic instrument for revenue generation.
2. Bring together the various stakeholders involved in the financing and implementation of land taxation projects, the existing mechanisms and the required parameters to generate sustainable financial resources.
3. Review all documents and literature sources on global and country wide land taxation policies.
4. Document findings, analysis, and recommendations.

#### Expected Outputs

1. Needs assessment report
2. Strategic Action Plan
3. Knowledge Products

#### Reporting

The consultant will work closely with the Directorate of Land Records & Surveys (60%) and with the Department of Revenue & D.M (40%) and report to DLR&S. The consultant will work full time.

#### Minimum Qualification Requirements

1. M.Sc Economics or M. Sc Mathematics/Statistics
2. Preferably with 5 years of relevant experience.
3. Age: Minimum 30 years
4. Expertise in business research methods, statistics for business management, corporate data mining and financial mathematics.
5. Worked as a Project Lead/Statistical Analyst for collaborative projects.
6. Expertise of Quantitative Techniques, Operational Research, Econometric Modelling, Business Research Methods, Corporate Data mining with SPSS, Financial Mathematics, Application of MS Excel, Minitab, SPSS, PH Stat, MS Project, SPSS competitor
7. Undertook economic research and analysis on an extensive basis using regression models, model validation using simulation models.

#### Contract period

11 months with provision of extension upto 3 years.

#### Remuneration

INR 1 lakh– INR 1,20,000 per month, Mobility: INR 9,000/- and Communication: INR 2000/-

## **2. Land Management Systems Specialist**

### **Scope of work**

The Land Management Systems Specialist is expected to provide overall leadership in activities aimed at tenure security improvement. The specialist is expected to develop the overall strategy, review and integrate assessment results, consolidate action plans and provide direction in the provision of technical assistance to the unit in the implementation of agreed activities.

### **Detailed Tasks**

1. Will lead strategic initiatives and overall operations of the Unit.
2. Areas of specialized work to include, re – imaging and re – building process and policy reforms, revenue management systems, revenue augmentation, budget reforms, including design and oversight of ICT initiatives in the Government space.
3. Work closely with development agencies including World Bank, private sector Institutions and Governments on strategic assignments.
4. Will be required to work as a techno-functional consultant, guide team in development of IT based systems in the land revenue administration.

### **Expected Outputs**

1. Needs assessment report
2. Strategic Action Plan
3. Knowledge Products

### **Reporting**

The consultant will work closely with the Directorate of Land Records & Surveys (20%) and with the Department of Revenue & D.M (80%) and report to the Senior most Secretary of the Department. The consultant will work full time.

### **Minimum Qualification Requirements**

Master Degree or higher with minimum 10 years of extensive experience working land governance sector

Age : Minimum 40 years

### **Contract period**

11 months with provision of extension upto 3 years.

### **Remuneration**

INR 1.5 – 1.7 lakh per month, Mobility: INR 9,000/- and Communication: INR 2000/-

### **3. Geo – spatial Specialist**

#### **Scope of work**

The geo – spatial specialist will create detailed maps and associated metadata. Import, clean, compare and understand geospatial data. Use GIS software and multiple information sources to validate, update, and create maps.

#### **Detailed Tasks**

1. Providing support and manage GIS applications based on growing demands.
2. Popularize Geo-spatial technologies in land governance sector.
3. Plan and coordinate GIS activities to meet outlined goals of survey and re-survey.
4. Develop quality control standards for system application.
5. Designing and creating thematic geospatial database.
6. Perform geo – spatial modelling, develop geo - spatial queries and discover patterns and trends through spatial mapping of data.

#### **Expected Outputs**

1. Needs assessment report
2. Strategic Action Plan
3. Knowledge Products

#### **Reporting**

The consultant will work closely with the Directorate of Land Records & Surveys (80%) and with the Department of Revenue & D.M (20%) and report to the DLR&S. The consultant will work full time.

#### **Minimum Qualification Requirements**

M.Sc./MTech in Geoinformatics/ Remote Sensing /Environmental Science/ Geography/ Geology

Minimum of 5 years of professional experience in GIS related projects using various software such as ArcGIS, Eardas Imagine, Open-Source Tools (QGIS, GRASS) having experience in the land management system

Age: Minimum 30 years

#### **Contract period**

11 months with provision of extension upto 3 years.

#### **Remuneration**

INR 80,000/- to INR 1 lakh per month, Mobility: INR 9,000/- and Communication: INR 2000/-

#### **4. Data Analytics Specialist**

##### **Scope of work**

The Data Analytics Specialist responsibilities will include deep analysis of land records and processes data and then determining the best way to represent it to stakeholders. To also ensure quality assurance and process documentation and define Key Performance Indicators (KPIs). Another important duty of a data analyst is to assess and determine the success of specific initiatives.

##### **Detailed Tasks**

1. Cleansing and preparing data.
2. Analysing and exploring data statistically.
3. Reports and dashboards.
4. Working with programmers, engineers, and heads to identify process improvement opportunities, propose system modifications, and devise data governance strategies.
5. Preparing final analysis reports for the stakeholders to understand the data-analysis steps, enabling them to take important decisions based on various facts and trends.

##### **Expected Outputs**

1. Needs assessment report
2. Strategic Action Plan
3. Knowledge Products

##### **Reporting**

The consultant will work closely with the Directorate of Land Records & Surveys (80%) and with the Department of Revenue & D.M (20%) and report to the DLR&S. The consultant will work full time.

##### **Minimum Qualification Requirements**

M Sc/ M Tech in Computer Science/Data Science/IT with minimum 5 years experience.

Age : Minimum 30 years

1. Strong mathematical skills to help collect, measure, organize and analyze data
2. Knowledge of programming languages like SQL, Oracle, R, MATLAB, and Python.
3. Technical proficiency regarding database design development, data models, techniques for data mining, and segmentation.
4. Experience in handling reporting packages like Business Objects, programming (Javascript, XML, or ETL frameworks), databases.
5. Proficiency in statistics and statistical packages like Excel, SPSS, SAS to be used for data set analyzing.
6. Adept at using data processing platforms.
7. Knowledge of data visualization software like Tableau, Qlik.
8. Knowledge of how to create and apply the most accurate algorithms to datasets in order to find solutions.

9. Adept at queries, writing reports, and making presentations.

**Contract period**

11 months with provision of extension upto 3 years.

**Remuneration**

INR 80,000/- to INR 1 lakh per month, Mobility: INR 9,000/- and Communication: INR 2000/-

## **5. Legal Drafting Specialist**

### **Scope of work**

The Legislative Drafting Specialist's primary responsibilities are aimed to provide technical assistance on the process of researching and drafting legislation, legal review of proposed legislation for adherence to standards and best practices and provide advice in comparative law. In addition, the position will entail developing capacity and resources of stakeholders.

### **Detailed Tasks**

1. Drafting legal letters, memoranda and opinions, policies, rules, Acts.
2. To draft authoritative reports recognize all the applicable realities and law.
3. To review and draft amendments and legal instruments as recommended and validated by stakeholders.
4. Define risks arising from contract demands and be able to communicate those risks to appropriate internal decision-makers for discussion and resolution.
5. Examine current contract review process and identify areas of improvement within existing process (and implement improvements as necessary).
6. Draft, review, and negotiate various commercial contracts, with an emphasis on vendor and procurement agreements.

### **Expected Outputs**

1. Needs assessment report
2. Strategic Action Plan
3. Knowledge Products

### **Reporting**

The consultant will work closely with the Directorate of Land Records & Surveys (40%) and with the Department of Revenue & D.M (60%) and report to the Senior most Secretary of the Department. The consultant will work full time.

### **Minimum Qualification Requirements**

L.L.B./L.L.M/PhD in Law/Land Governance

Minimum of 5 years predominantly in a broad range of transactions at a leading law firm or in-house position.

Age : Minimum 30 years

### **Contract period**

11 months with provision of extension upto 3 years.

### **Remuneration**

INR 80,000/- to INR 1 lakh per month, Mobility: INR 9,000/- and Communication: INR 2000/-

## **6. Legal Systems Analytics Specialist**

### **Scope of work**

The legal analyst will be responsible for legal research and analyse with a keen interest in providing precise and intuitive guidance for evolving the Title Guarantee regime in Assam.

### **Detailed Tasks**

1. Conduct legal research and gather related legal information pertaining to global and national practices around Title Guarantee.
2. Decipher laws, rulings and regulations related to Title Guarantee.
3. Assemble, proofread and amend drafts of the proposed Assam Land Titling Bill.
4. Keep a track of the changing regulatory policy framework and provide legal solutions, as required.
5. Serve as the primary point of contact for internal teams seeking legal and regulatory support during development of the legislative framework on Title Guarantee.

### **Expected Outputs**

1. Needs assessment report
2. Strategic Action Plan
3. Knowledge Products

### **Reporting**

The consultant will work closely with the Directorate of Land Records & Surveys (40%) and with the Department of Revenue & D.M (60%) and report to the Senior most Secretary of the Department. The consultant will work full time.

### **Minimum Qualification Requirements**

L.L.B./L.L.M/PhD in Law/Land Governance

Minimum of 5 years as Legal Analyst, Legal Assistant, Legal Counsel or a similar position at a leading law firm or in-house position.

Age : Minimum 30 years

### **Contract period**

11 months with provision of extension upto 3 years.

### **Remuneration**

INR 80,000/- to INR 1 lakh per month, Mobility: INR 9,000/- and Communication: INR 2000/-