

## **Project Coordinator Based in Kathua District (Jammu & Kashmir)**

SEEDS, an NGO working for disaster mitigation is looking for a Project Coordinator in Kathua District of Jammu & Kashmir

Founded in 1994, SEEDS is the first HAP certified Indian humanitarian organization, working with communities afflicted by disasters and living in disaster prone areas.

**Job Profile:** The Project Coordinator will be responsible for successful implementation of program with the following roles and responsibilities:-

1. Liaison, Coordinate and Engage with the District Administration and other Local Authorities
2. Community Mobilization with Villagers, Students and Teachers.
3. Oversee Repair and Rain Water Harvesting work at schools.
4. Assist Water Expert in delivery of Awareness, Training & Capacity Building on WaSh and DRR with Community and School.
5. Engage with other Partner Organizations at state level for Joint Actions
6. Develop work plans and Monitor and Supervise field activities against the work plans
7. Prepare daily and monthly reports for the program
8. Report to Head of Department - Emergency & Preparedness
9. Record Keeping and Documentations
10. Coordinate with other support departments for smooth functioning of program
11. Prepare monthly requisitions, monitor overall budget and record deviations

### **Qualification:**

- Masters in Social Work or equivalent degree

**Experience:**

- Should have more than 5 years of field experience
- Should have worked in the field of DRR and Climate Change Adaptation
- Should have led the Field team in the capacity of Project Coordinator or Team leader

**Skills & Competencies:**

- Good Advocacy and Communications skills

**Preference:**

- Local candidate from Kathua (Jammu & Kashmir) and around.
- Woman candidates with required qualification and experience.

**How to Apply:**

- Candidates with a passion to work in the humanitarian sector and the above qualifications and skills may apply to [joinus@seedsindia.org](mailto:joinus@seedsindia.org) with the subject "Project Coordinator in Kathua" latest by 14<sup>th</sup> January 2017. Pl mention your current and expected salary.

Visit us at [www.seedsindia.org](http://www.seedsindia.org).