

Program Manager Based in Saharsa- Bihar

SEEDS, an NGO working for disaster mitigation is looking for a Program Manager in Saharsa District of Bihar

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 Program Manager will lead the team and be responsible for successful implementation of program with the following roles and responsibilities:-

1. Develop and Implement Advocacy strategy on Integrated Risk Management at District level
2. Strengthen Citizens' forum at Saharsa District
3. Liaison and Coordinate with the Citizens' forum at Saharsa
4. To conduct Baseline study on Integrated Risk Management in the Panchayats of Saharsa and at District level
5. Direct community mobilisers to work with local Panchayats, Block offices and District office
6. Engage with Local Panchayat, District and State governance authorities
7. Engage with other partner organizations at state level for Joint Advocacy with the State level government functionaries
8. Develop work plans and Monitor and Supervise field activities against the work plans
9. Prepare daily and monthly reports for the program
10. Report to Head of Department DRR (Disaster Risk Reduction)
11. Record and maintain documentations
12. Coordinate with other support departments for smooth functioning of program
13. Prepare monthly requisitions, monitor overall budget and record deviations

Qualification:

- Masters in Social Work

Experience:

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

Skills & Competencies:

- Good Advocacy and Communications skills

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 with the subject "Program Manager in Saharsa" latest by 10th September 2016. Pl mention your current and expected salary

Visit us at www.seedsindia.org.