

## **School Safety Program Manager Based in Delhi**

Founded in 1994, SEEDS is celebrating its Silver Jubilee this year!

During the last 25 years, SEEDS has worked for all major disasters struck in India and neighboring countries by supporting in relief operations, doing shelter and school construction, training in school safety and enhancing the affected communities in various disaster mitigation process

SEEDS also has been working on School Safety Program. SEEDS is looking for a Program Manager for School Safety Program in East Delhi

**Job Profile:** The Program Manager will lead the entire team of the SEEDS School Safety Program in East Delhi and be responsible for overall management of the project, including mobilization of the project inputs and supervision of the staff and consultants.

**Reporting:** She/he shall report to the Chief of Programs

**Period of the project:** Till Mar 2020

### **Job Responsibilities: -**

She/he shall ensure the successful implementation of the program in high quality within the project period with desired results achieved through the following roles and responsibilities: -

- Coordinate and work closely with all relevant partners, including government bodies.
- Coordinate and liaison with state and district authorities
- Develop work plan and monitor progress of the deliverables
- Process management against outcome and indicators
- Prepare monthly requisitions based on the budget lines
- Ensure proper management of funds
- Ensure timely spending of the budget appropriately and optimally to meet cost benefit ratio
- Tracking of Activity Expenses and reporting on any major variations
- Supervise the work of all staff and consultants engaged in the project
- Management of day to day project activities with timely inputs to the field team
- Prepare weekly, monthly and quarterly reports as per guidelines

- Ensure accountability towards all stake holders
- Undertake any other relevant tasks as required for the project.
- Coordinate with School Safety Head on daily basis
- Participate in monthly coordination meetings

### **Qualifications**

- MSW or equivalent degree
- Desired Other qualification  
PG/diploma/certificate courses done Project management or and  
Disaster management

### **Experience - 8-10 years**

- Desired skills and experience
  - Experience in school safety program
  - Project management
  - Budgetary control
  - Leadership skill
  - HR management skill
  - 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](mailto:joinus@seedsindia.org) with the subject “**Program Manager School Safety Program in East Delhi**” mentioning the current and expected salary Women candidates are encouraged to apply, Visit us at [www.seedsindia.org](http://www.seedsindia.org).

