

Technical head - Dehradun

Founded in 1994, SEEDS is celebrating its Silver Jubilee this year! During the last 25 years, SEEDS has worked for all major disasters that struck India and neighboring countries by supporting in relief operations, doing shelter and school construction, training in school safety program and enhancing capacities of the affected communities in various disaster mitigation processes.

SEEDS also has been working on School Safety Program. SEEDS is looking for a Media and Communication Officer for School Safety Program in Dehradun

Job Profile: To guide and monitor the process of assessments of buildings by rapid visual screening and implementation of non-structural mitigation measures.

Location: Dehradun

Reporting: She/he shall report to the project manager

Period of the project: Three years

Type of contract: Renewable after two years

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: -

- Enable and Guide the technical team, in conducting surveys related to NSM (Non Structural Mitigation), EWS (Early warning systems), development of safe learning spaces, signage including evacuation plans and RVS (Rapid Visual Screening).
- Develop working standards and coordination systems to increase the efficiency of the team
- Prepare target based plans for the team and devise system for effective monitoring of the outcomes in timely manner. Plan technical assessments and activities according to budgets and timelines in MoU.
- Liaise with senior state government officials to apprise them of the program and get necessary permissions.
- Develop quality benchmarks for implementation work
- Review and finalize evacuation plans and implementation of NSM activities.
- Guide the technical officer in implementation of activities.
- Monitor implementation of technical activities.
- Conduct quality checks on activities implemented.
- Coordinate with HO for necessary approvals, payments, permissions.
- Send required reports to HO for donor reporting

Eligibility Criteria

- Bachelor of Architecture or Bachelor of Engineering (Civil).
- 5-7 years of similar work experience preferred
- Ability to produce quality reports under significant time pressure
- Ability to work independently and with the team. Team Player.
- Attention to detail and ability to prioritise tasks to meet tight deadlines.
- Familiarity with Rapid Visual Screening of buildings
- Proficient in AutoCAD.
- Willingness to travel extensively and at short notice.
- Familiarity with preparation of BoQs and estimates, billing, contracts, tendering.

Desirable Qualifications

- Prior experience in development sector
- Proficient in use of MS office
- Proficient in use of Revit, Sketchup.
- Good presentation skills

Experience – Minimum of 5 years of professional experience in a similar capacity.

