

Manager – SEEDS Director's Office Based in Delhi

SEEDS is a not-for-profit organization that helps make communities resilient through comprehensive interventions in the areas of disaster recovery, response and preparedness. Since 1994, the organization has worked extensively on every major disaster in the Indian subcontinent, integrating locally-based approach to building long-term resilience of the communities it serves. As SEEDS looks at completing 25 years of outstanding service to humanity, it is re-anchoring its approach to building resilience through innovation.

Job Profile: The Manager - Director's Office will provide overall programmatic management under the guidance of SEEDS Co-founders

Location: Delhi

Reporting: to Co-founders

Type of Contract: - General contract for two years – renewable

Job Responsibilities: -

1. Decide on suitable strategies and objectives for the organisation in consultation with Co-founders
2. Develop and control organisational deadlines, budgets activities and related management issues
3. Formulate, organize and monitor inter-connected project related activities
4. Coordinate with partners on behalf of co- founders
5. Act as an interface between external stakeholders; Fellows, Members of the Board and others.
6. Act as an interface between SEEDS various organization functions and Co-founders on developing new initiatives
7. Perform other related duties, including during emergencies as required
8. Support in policy advocacy work of the co-founders

Qualification

- Well qualified engineers/physical planners / social scientist with a Master's degree/Diploma in Business Management

Experience –2-3 years of professional experience in Developmental Organization with administrative and program skills at head office level

Other Skills

- Excellent knowledge of MS Office
- Working knowledge of program/project management software (Basecamp, MS Project etc.) is a strong advantage
- Excellent Communication skills (both oral and written)
- Good Partnership management skills

How to Apply:

Vibrant and young candidates with above qualifications from well reputed institutes with passion to work in the humanitarian sector may apply to joinus@seedsindia.org with the subject "Program Manager -SEEDS' Director's Office" mentioning the current and expected salary latest by 20th January 2019. Visit us at www.seedsindia.org.