

## State Project Coordinator, Kerala

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 State Project Coordinator for its reconstruction project in Kerala.

Location: Kerala

Reporting: She/he shall report to the Senior Director, Project Management and Control

Period of the project: Eighteen months

Type of Contract: Renewable after eighteen months.

Job Profile: The State Project Officer will work under the supervision and guidance of the Senior Director-Project management and control for the implementation of the project in the state and will have the following responsibilities:

- Planning, coordination, implementing and monitoring of the project in Kerala to ensure that its results are in accordance with the project document and results framework.
- Assume full responsibility of project management on a daily basis in the state – budgeting, ensure adequate information flow, discussion and feedback among relevant stakeholders of the project.
- Ensure regular communication and coordination with the head office at Delhi, State education department and other state government departments with respect to project activities in the state.
- Foster partnerships with relevant line departments and technical institutions working on education, disaster management, construction and relief and rehabilitation.
- Develop state specific work plans and ensure accurate and timely reporting to Head Office.
- Organize, facilitate and participate in the periodic review meetings including with district project managers and district project staff and follow up on decisions taken at such meetings.
- Develop Terms of Reference for consultants/ institutions/consultancy firms to be hired to undertake project activities.
- Participate in activities like research studies, state level assessments, training workshops etc. and manage the operational aspects of procurement, event management, logistics etc. in coordination with Head office at Delhi.
- Troubleshoot issues raised by District Project Managers.
- Compile Monthly/ Weekly/ Quarterly reports for submission to donors by Head office.
- Facilitate visit of donors to project sites.
- Review activity implementation in various districts through site visits and online monitoring tools and suggest corrective measures wherever required.

## Qualifications

- Degree in Social Work, Business Administration or any equivalent degree in social science/humanities
- Other desired qualification  
Diploma/certificate courses on Disaster Management, Rural Development or/and any other similar courses

Experience – Minimum of 5 years of professional experience in preferably in Developmental Organization

Desirable Experience and skills in:

- Restoration/construction of Public Infrastructure
- School safety program
- Liasoning and Coordination with Government Departments
- Management skill
- Good Communications skills
- Can speak Malayalam

## How to Apply:

Candidates with a passion to work in the humanitarian sector and have the above qualifications and skills may apply to [joinus@seedsindia.org](mailto:joinus@seedsindia.org) with the subject "State Project Coordinator" in Wayanad Kerala mentioning the current and expected salary. Women candidates are encouraged to apply, Visit us at [www.seedsindia.org](http://www.seedsindia.org).