

District Coordinator – School Safety Program in Haridwar

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 District Coordinator for School Safety Program in Haridwar

Job Profile:

To guide and monitor activities in the project districts and liaise with district level authorities for implementation of activities.

Location: Haridwar

Reporting: She/he shall report to 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 Project Manager necessary approvals, payments, permissions.
- Send required reports for donor reporting

Eligibility Criteria

- MSW from a reputed institute
- 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 details and ability to prioritise tasks to meet tight deadlines.
- Willingness to travel extensively and at short notice.

Desirable Qualifications

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

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

How to Apply:

Candidates with a passion to work in the humanitarian sector and have the above qualifications and skills may apply to [Join Us](#) with the subject “District Coordinator” in Haridwar mentioning the current and expected salary. Women candidates are encouraged to apply, Visit us at www.seedsindia.org