

## Jr. Engineer / Jr. Architect - 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 Jr. Engineer /Jr. Architect for School Safety Program in Haridwar

### **Job Profile:**

Supervise implementation of structural and non-structural mitigation activities according to drawings and specifications.

**Location:** Haridwar

**Reporting:** She/he shall report to the Civil Engineer.

**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: -

- Carry out nonstructural assessments of schools.
- Liaise with school authorities for implementation of activities.
- Implement the nonstructural risk mitigation activities in school premises
- Prepare drawings for preparation of evacuation plans for schools.
- Assist the technical head in identifying material vendors and contractor and obtaining quotations from them.
- Ensure that work is implemented as per quality standards given by the civil engineer
- Certify bills of vendors and contractors.
- Plan implementation to meet deadlines.
- Document the implementation process.

- Submit periodic reports to technical head.
- Prepare presentations for donors and officials.
- Troubleshoot issues raised by technical supervisor.

### **Eligibility Criteria**

- Diploma/ Degree in civil engineering/ Architecture
- 3-5 years of overall work experience. Similar work experience will be an added advantage.
- 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.
- Familiarity with Rapid Visual Screening of buildings
- Proficient with 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 AUTOCAD, Sketchup, Revit.

**Experience** – Minimum of 5 years of professional experience.

### **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 “Jr. Engineer/Jr. Architect” in Haridwar mentioning the current and expected salary. Women candidates are encouraged to apply, Visit us at [www.seedsindia.org](http://www.seedsindia.org)