

Manager School Coordination - 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 Managers School Coordination for School Safety Program in Dehradun respectively

Job Profile: The Managers School Coordination will lead the team of school trainers on SEEDS 'School Safety Program in Dehradun and be responsible for awareness and training of schools, neighbourhood, including mobilization of the school, neighbourhood community and liaison with District and Local Government and other stake holders aligned to field activities

Location: Dehradun

Reporting: She/he shall report to the District Coordinator

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: -

- Liaison and coordination with school authorities for workshops sessions, structural and non-structural activities within school.
- Develop work plan for trainers and gather reports.
- Facilitate and organize workshops at schools and within community.
- Weekly/Monthly update of activities for donor reports.
- Support in monthly campaigns.
- Prepare budget, procurement, annual operation plan along with team.
- Coordination and alignment within project team for overall completion of activities in school.
- Support in mobilization of school children, teachers, youth and other stake holders
- Support and monitor non-structural mitigation and other such work.
- Prepare workshop reports
- Record keeping of allocated schools/community
- Photo documentations, case studies and data compilation of all accomplished activities.
- Lead the team of school trainers
- Arrange and facilitate trainings, capacity building activities, field activities.
- Prepare periodic reports with in timelines.

Qualifications

- Degree in Social Work 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:

- School safety program
- Child Rights and children oriented programs
- Leadership skill
- Good Communications skills

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 “Manager School Coordination” in Dehradun mentioning the current and expected salary. Women candidates are encouraged to apply, Visit us at www.seedsindia.org