

## Manager School Coordination – East Delhi

Founded in 1994, SEEDS will be celebrating its Silver Jubilee in 2019

During the last 25 years, SEEDS has intervened after all major disasters that struck India and neighboring countries through relief operations, shelter and school construction, training in school safety and by enhancing capacities of the affected communities in disaster mitigation processes.

SEEDS also has been working on School Safety Program. SEEDS is looking for a Manager School Coordination for School Safety Program in East Delhi

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

Location: East Delhi

Reporting: She/he shall report to the Project Manager.

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 on activities
- Facilitate and organize workshops at schools and within communities
- Prepare weekly/monthly update of activities for donor reports.
- Support monthly campaigns, Organised as part of project activities
- Prepare budget, procurement, annual operation plan along with team.
- Ensure 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 as & when required
- Keep records of activities in allocated school & communities
- Photo documentations, case studies and data compilation of all accomplished activities.
- Lead the team of school trainers in implementation of activities
- Arrange and facilitate trainings, capacity building activities, field activities.
- Prepare periodic reports within 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 East Delhi mentioning the current and expected salary. Women candidates are encouraged to apply, Visit us at [www.seedsindia.org](http://www.seedsindia.org)