

Site Supervisor-- 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 Site supervisor for School Safety Program in Haridwar

Job Profile:

To supervise the structural and non-structural mitigation activities and ensure that the work is done as per 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: -

- Ensure proper installation of fixtures for nonstructural mitigation activities.
- Supervise the work of laborers during
- Ensure completion of project activities according to timeline given by technical officer
- Ensure that activities on site are carried out as per drawings/ plans.
- Submit periodic reports on work to technical officers.
- Respond to queries and requests raised by school authorities from time to time.
- Troubleshoot issues raised by workers.
- Convey observations/ requests of school authorities to technical officer.
- Document the implementation process.

Eligibility Criteria

- Diploma in Architecture/ Engineering (Civil).
- 2-3 years of similar work experience preferred
- 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
- Familiarity with AutoCAD.
- Willingness to travel extensively and at short notice.
- Proficient with preparation of BoQs and estimates, billing, contracts, tendering.
- Site supervision experience.

Desirable Qualifications

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

Experience – Minimum of 2 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 “Site Supervisor” in Haridwar mentioning the current and expected salary. Women candidates are encouraged to apply, Visit us at www.seedsindia.org