



Director, Technical Services -SEEDS

About SEEDS Technical Services

SEEDS helps make communities resilient through comprehensive interventions in the areas of disaster recovery, response and preparedness. The organisation has worked extensively on the Indian subcontinent, integrating locally-based approach to building innovation based long-term resilience of the communities it services.

As a social enterprise, SEEDS Technical Services provides research, planning, design and training services in the fields of disaster management, climate change, urban planning and architecture. It operates as a social business; a consulting firm that works with communities and agencies that service communities. It has a diverse team of highly-qualified environmental scientists, structural engineers, disaster management specialists, architects and social scientists. Over the years, it has worked with governments, private firms, multinational donors and national civil society organisations.

Position

The Director, Technical Services will be responsible for the overall executive management of SEEDS Technical Services and its services. He/she will be the holder of the annual business development plan of the organisation, and responsible for its implementation. He/she will report to the Co-founders.

Overall Role

You will work closely with the Co-founders and Chief Convener to define the organisation's long-term strategy in becoming a leading social enterprise in the region, with a focus on disaster response, recovery and risk reduction and resilience. He/she will be responsible for mobilisation of resources from diverse sources including direct marketing, good business proposals, competitive bidding, pitches for partnerships and investments, impact funding, VC funding and other emerging revenue models.

As Director, Technical Services, you will be responsible for the overall efficiency and effectiveness of disaster risk assessment and disaster management planning functions of the organisation.

In addition, you will oversee the marketing, finance and administration functions of the organisation, including those for the design and training teams. This role will entail ensuring that projects and activities implemented by organisation are as per well strategised and planned timelines, quality and cost of delivery, ensure brand building and financial stability of the organisation.

You will lead a team of highly skilled professionals in research, planning, and consulting. Additionally, you will coordinate the functions led by highly qualified and experienced peers leading the design and training functions of the organisation. You will cultivate a high-performance culture and empower your team to deliver quantifiable results. While you will help define a long-term vision for the organisation, you will also drive day-to-day operations, aligning resources to achieve defined key priorities.

Specific Responsibilities

Supervise the team tasked with assessment and planning functions, and guide the marketing and project implementation activities of the team. Guide the team in planning and monitoring its activities, establishing and meeting performance benchmarks, chasing growth as per strategy and planned targets, and maintaining a health work environment.

Build consultancy profile of the organisation and energise a marketing strategy with clear actions.

Establish and ensure smooth administration and finance support functions at the organisational level.

Ensure timely completion of all deliverables and reporting to clients. Ensure coordination and implementation of all projects across SEEDS Technical Services.

Client relationship management, across all past and present clients, and those in potential areas of business development.

Organise regular review meetings with each of the three teams under SEEDS Technical Services.

Organise review meetings with different concerned teams in SEEDS (Programme, Communications, Operations and Finance), for effective coordination towards aligned goals, strategies, programmes, values and culture.

Provide support for emergency response whenever SEEDS undertake a humanitarian aid activity.

Facilitate capacity building of all team personnel on six monthly basis, as per an organisational capacity building plan you will develop and monitor.

Organise meetings with external stakeholders for IP related issues, including validation and patenting.



Support the design and training team leaders in coordination cross the teams for joint planning, monitoring, and cross team support.

Ensure efficient delivery of expected outputs from the key positions reporting to you, and the design and training teams aligned to you.

Coordinate with various fellows and other key experts from the sector.

Escalate critical activities to the Chief Convener on issues that cannot be resolved at your level, and ensure their closure.

Represent the organisation to external stakeholders as and when required.

Any other duties related to this position that emerge from organisational management planning as and when required.

Candidate must have

- A passion for social good through an entrepreneurial approach
- A master's degree in a social enterprise related field such as business administration, engineering, planning, architecture or social science
- Minimum 10 years of professional experience in enterprise start-up, institutional management, programme management, preferably in the emergency response, disaster risk reduction or reconstruction and rehabilitation field
- Proven experience in writing programme and project plans, reports and project-related documentation
- A strong ability to manage a diverse team spread across locations, and to coordinate with other teams and liaise with external stakeholders including governments, communities and clients

We value

- Integrity, maturity in handling team members with diverse views, and ability to perform with calm under pressure
- Relevant experience in project management, planning, organising and delivering on time and on target
- Ability to make considered and effective decisions and take clear action to address issues
- Attention to detail to continually monitor progress and take remedial action where and if required
- Ability to mobilise resources and develop and implement action plans / control mechanisms to achieve desired results and deliver on commitments
- Direct management of sizeable budgets and manpower
- Ability to collaborate with teams in a multi-cultural, multi-disciplinary environment
- Strong analytical and persuasion/negotiation skills, with the ability to influence, negotiate, motivate, advocate and resolve conflict
- Ability to succeed in often interrupt-driven, ambiguous and highly flexible environments
- Ability to understand the implications and assess the appropriate degree of acceptable risk and take actions to minimise risk
- Fluency in Hindi and English; good communication skills

Location

New Delhi, India

Travel

Based in New Delhi, but willing to travel 20% of the time. Travel may be more in periods of emergency response.

Term

2 years

How to Apply

Candidates with a passion to work in the humanitarian sector and with the above qualifications and experience may apply to joinus@seedsindia.org with the subject “ Director, Technical Services” in SEEDS Technical Services – Head Office Delhi latest by 04th September 2020. We are an equal opportunity employer and value diversity at our organisation.

For information about the organisation, visit us at www.seedsindia.org.