



Project Manager – East Delhi

SEEDS (Sustainable Environment and Ecological Development Society) is a not-for-profit organisation that enables community resilience through practical solutions in the areas of disaster readiness, response and rehabilitation.

Since 1994, the organisation has worked extensively on every major disaster in the Indian subcontinent – grafting innovative technology on to traditional wisdom. It has reached out to families affected by disasters and climate stresses; strengthened and rebuilt schools and homes; and has invariably put its faith in skill building, planning and communications to foster long-term resilience. SEEDS is also India's first agency to be certified for the global Core Humanitarian Standards – an international certification system for quality and accountability in humanitarian response.

SEEDS completed 25 years of outstanding service to humanity in 2019 and is re-anchoring its approach to building resilience through innovation. It continues to empower the most vulnerable across Asia to build a better future.

SEEDS also has been working on programme to promote safety and security of school going children in Delhi and Uttarakhand. Currently, the organization is looking to fill the vacancy of a "Project Manager" for its ongoing programme in Delhi.

Job Profile: To provide management oversight to project activities by ensuring timely completion of all deliverables as per desired quality benchmarks. To coordinate with all project related stakeholders including representatives of the Government, civil society groups, and SEEDS donors and partners. The project manager will be the primary link between the field staff and the senior management.

Location: SEEDS East Delhi Office

Reporting: She/he shall report to the Senior Director, Project Management and Control.

Period of the Contract : One year

Type of contract: Renewable, based on requirement

Job Responsibilities: -

She/he shall ensure the successful implementation of the project meeting established quality standards with the stipulated period with desired results achieved through the following roles and responsibilities: -

- Plan implementation and budgets in alignment with MoU.
- Monitor activity on field and take regular inputs from technical and social teams on progress of planned activities.
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- Prepare periodic reports on progress of work, challenges and opportunities for senior management.
- Troubleshoot issues and suggest course of corrections for activity implementation.
- Adherence to quality benchmarks for assessment of implementation of activities.
- Obtain work plans from field office and ensure that activities are implemented according to work plan.
- Prepare monthly expenditure plan, monitor expenses and bring deviations to the notice of senior management for further action.
- Hold periodic meetings with technical head and project manager to discuss project implementation issues.
- Hold periodic meetings with all concerned stakeholders
- Ensure all deliverables are completed as per MoU with donor.
- Coordinate with consultants for timely inputs.

Eligibility Criteria

1. Master's in business administration, social work, education, disaster risk reduction
2. 5-10 years of work experience in managing projects in social sector especially education and/or disaster risk reduction
3. Ability to produce quality reports under significant time pressure
4. Ability to work independently and with the team. Team Player.
5. Attention to detail and ability to prioritise tasks to meet tight deadlines.
6. Excellent written skills in English and Hindi.
7. Open to learning new tools
8. Willingness to travel extensively and at short notice.

Desirable Qualifications

1. Prior experience in development sector
2. Knowledge of MS office
3. Familiarity with child rights and related issues.

Experience – Minimum of 5 years of professional experience in a similar capacity.

Salary

Rs. 60,000 to Rs. 70,000 /-(CTO) per month as per the qualifications and experience

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 " Project Manager in SEEDS – East 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.