Job Description:
Manager- School Safety, Haridwar

ABOUT SEEDS
SEEDS is a not-for-profit organization that helps make communities resilient through comprehensive interventions in the areas of disaster readiness, response, and rehabilitation. Since 1994, the organization has worked extensively on every major disaster in the Indian subcontinent, integrating locally- based approaches to build the long-term resilience of the communities it serves. As SEEDS looks at completing 26 years of outstanding service to humanity, it is re-anchoring its approach to building resilience through innovation.

POSITION
The Managers School Safety will lead the team of PNGO/ trainers/Volunteers on SEEDS ‘School Safety Program in Dehradun or Haridwar and will be responsible for awareness and training of schools, neighbourhood communities, including mobilization of the school, neighbourhood community and liaison with District, block and Local Government and other stake holders aligned to field activities

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, Task force training, structural and non-structural activities within school.
- Responsible for all the social activities to be conducted in the schools/ communities.
- Develop work plan for PNGO/trainers/Volunteers and gather reports.
- Facilitate, organize, and conduct workshops at schools and community.
- Weekly/Monthly update of activities for donor reports.
- Organize and support in monthly campaigns with the help of volunteers and PNGO.
- Prepare monthly budget, procurement, annual operation plans along with team.
- Coordination and alignment within project team for overall completion of activities in school.
- Support in mobilization of school children, teachers, SMC’s 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 PNGO/ trainers/Volunteers.
- Arrange and facilitate trainings, capacity building activities, field activities.
- Prepare periodic reports within timelines.
- Any other task assigned by his/her reporting officer.
**Candidate must have**
- Degree in Social Work or any equivalent degree in social science/humanities.
- Diploma/certificate courses on Disaster Management, Rural Development, or/and any other similar courses
- Minimum of 5 years of professional experience in preferably in Developmental Organization
- School safety program/Good knowledge of Disaster Management and Risk Reduction.
- Experience of working in the community.
- Child Rights and children-oriented programs
- Leadership skill
- Good Communications skills

**We value**
- Ability to make considered and effective decisions and take clear action to address issues
- Attention to detail to spot challenges and opportunities
- 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 work and deliver independently as well as be part of a team

**Location**
Haridwar, India

**Travel**
Willing to travel up to 80% of the time

**Term**
2 years (renewal)

**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 “Manager- School Safety, Haridwar” in SEEDS latest by 28th February 2021. We are an equal opportunity employer and value diversity at our organisation. Please mention your current and expected salary, and joining time required.

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