Job Description:
Project Manager

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
To provide project management support to senior management through active coordination with field teams implementing the project. The project manager will be the primary link between the field staff and the management.

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:

- 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.
- Prepare periodic reports on progress of work, challenges, and opportunities for senior management.
- Troubleshoot issues and suggest course of corrections for activity implementation.
- Develop quality benchmarks for assessment of implementation of activities.
- Obtain work plans from field office and ensure that activities are implemented according to work plan.
- Field Visits
  - 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.
  - Ensure all deliverables are completed as per MoU with donor.
  - Coordinate with consultants for timely inputs.

Candidate must have
- Master’s in Business Administration or Social Work.
- 3-5 years of similar work experience preferred
- Ability to produce quality reports under significant time pressure
• Ability to work independently and with the team. Team Player.
• Attention to detail and ability to prioritise tasks to meet tight deadlines.
• Excellent written skills in English. (Additional knowledge of Hindi an advantage)
• Open to learning new tools
• Willingness to travel extensively and at short notice.
• Prior experience in development sector
• Knowledge of MS office
• Familiarity with disaster risk reduction and school safety issues.
• Minimum of 3 years of professional experience in a similar capacity

We value
• Ability to make considered and effective decisions and take clear action to address issue
• 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
East Delhi, India

Travel
Willing to travel up to 40% 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 “Project Manager - East Delhi” 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.