Job Description:
Technical Officer - School Safety Program in Dehradun

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
Supervise implementation of structural and non-structural mitigation activities according to drawings and specification

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:
- Carry out non-structural assessments of schools.
- Liaise with school authorities for implementation of activities.
- Implement the non-structural risk mitigation activities in school premises
- Prepare drawings for preparation of evacuation plans for schools.
- Assist the technical head in identifying material vendors and contractor and obtaining quotations from them.
- Ensure that work is implemented as per quality standards given by the civil engineer
- Certify bills of vendors and contractors.
- Plan implementation to meet deadlines.
- Document the implementation process.
- Submit periodic reports to technical head.
- Prepare presentations for donors and officials.
- Troubleshoot issues raised by technical supervisor.

Candidate must have
- Diploma/ Degree in civil engineering/ Architecture
- 3-5 years of overall work experience. Similar work experience will be an added advantage.
- Ability to produce quality reports under significant time pressure
- Ability to work independently and with the team. Team Player.
- Attention to details and ability to prioritize tasks to meet tight deadlines.
- Familiarity with Rapid Visual Screening of buildings
- Proficient with AUTOCAD.
• Willingness to travel extensively and at short notice.
• Familiarity with preparation of BoQs and estimates, billing, contracts, tendering.
• Prior experience in development sector
• Proficient in use of MS office
• Proficient in use of AUTOCAD, Sketchup, Revit.
• Minimum of 5 years of professional experience

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
Dehradun, India

Travel
Willing to travel up to 60% 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 “Technical officer- school safety program in Dehradun” 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.