



Job Description-Project Co-Coordinator – Biraul, Darbhanga

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 27 years of outstanding service to humanity, it is re-anchoring its approach to building resilience through innovation.

Position

This position is for the facilitate overall project implementation, capacity building, planning and monitoring aspects of the project.

Responsibilities

- Coordinate with CF, CAVE, and Finance team for the better implementation of the project activities.
- Facilitate SHGs, PMC and PIMC meetings in project
- Responsible for monthly/quarterly/ semi-annual project progress.
- Facilitate the timely flow of communication, resources and inputs between the partner organization and regional Heifer offices/projects for smooth implementation of project activities.
- Coordinate with Program Officers/Regional manager of Heifer to ensure compliance with project related policies and procedures
- Consolidate Project Progress Reports and submit to Heifer Regional office
- Manage and maintain the PPMIS (Project Planning and Management Information System) and reporting documents
- Assist project team in various trainings, farmers field trips, exchange visits and study tours etc
- Sense as a team motivator in the partner organization team
- Perform other job-related duties as required in the project such as sharing case studies, conducting surveys, assists Heifer team in the field etc.
- Seek continued growth in the knowledge of Heifer International programs and issues of hunger and poverty

Candidate Must Have

- A minimum of bachelor's level University Degree or equivalent and 3-4 years' experience in rural/ community development is required. Other job-related education and/or experience may be substituted for all or part of these basic requirements.
- Have an interest in animal agriculture/community development
- Proficient in Hindi, English and regional language, both spoken and written
- Excellent organizational skills including strong attention to detail
- Ability to produce accurate documents.

- Computer proficient in word processing, spreadsheets, electronic mail and internet (Microsoft preferred)
- Motivated to work responsibly
- Excellent leadership qualities and communication skills
- Ability and willingness to work with a flexible schedule
- Ability and willingness to travel extensively in the field.
- Demonstrate a high degree of honesty and integrity
- Ability to foster and maintain a spirit of unity, teamwork and cooperation
- Sensitivity in working with multiple cultures and beliefs, and to gender equity

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

Darbhanga, India

Travel

Willing to travel in Project area.

Term

1 Year (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 Coordinator" in SEEDS latest by 30th April 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.