



Job Description:

Programme Officer- East Zone

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 Programme Officer will work under the supervision and guidance of the Regional Manager for the **Patna (Bihar)-East Zone Regional Office**

RESPONSIBILITIES:

- Planning, coordination, implementing and monitoring of the project in accordance with the project document and results framework.
- Ensure quality of output through metrics and inspection.
- Ensuring attainment of scalability of project and take right-shoring decisions accordingly.
- Assume full responsibility of project management on daily basis – budgeting, ensure adequate information flow, discussion, and feedback among relevant stakeholders of the project.
- Facilitate systematic documentation on output, outcome, and impact.
- Facilitate and ensure regular TAM 1 and TAM 2 meetings
- Ensure regular communication and coordination with the regional and head office at Delhi.
- Ensure regular communication with concerned line Departments with respect to project deliverables.
- Organize, facilitate, and participate in the periodic review meetings with team and regional Manager follow up on decisions taken at such meetings.
- Develop Terms of Reference for consultants/ institutions/consultancy firms to be hired to undertake project activities.
- Coordinate and follow up with hired consultants/ institutions/consultancy firms on the required assignment.
- Participate in activities like research studies, assessments, training workshops etc. and manage the operational aspects of procurement, event management, logistics etc. in coordination with Regional office and Head office at Delhi.
- Troubleshoot issues raised by team.
- Facilitate Monthly/ Weekly/ Quarterly reports for submission to donors by Head office.
- Facilitate visit of donors to project sites.
- Recommend deployment of human and other resources – optimise cost, time, and quality to Regional Manager.

- Present Health and hygiene of the project through Say Do on monthly basis and present it during the monthly review meetings of the organisation.
- Any other relevant assignment by Regional Manager.

Candidate must have

- Master's in Social work or any equivalent degree in social sciences/humanities

Other desired Qualification:

- PG/Diploma/certificate courses in project Management or/and Disaster Management
- Minimum of 5-7years of professional experience/preferably in Developmental Organization

Desirable Experience and skills in:

- Project management
- Liaison with stake holder
- Budgetary control
- Leadership Skill
- HR management Skill
- Good advocacy and communication skill

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

Patna (Bihar)-East Zone Regional Office

Travel

Willing to travel up to 80% of the time.

Term

9 Month (April to Dec 2021)

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 "Programme Officer- East Zone" 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.