



Job Description: Regional Manager – North-Eastern Region

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. SEEDS is re-anchoring its approach to building resilience through innovation.

POSITION

The Regional Manager – North-Eastern region, shall lead the North-Eastern region. The region includes Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and Sikkim. He/she will be accountable for entire operations and programmatic delivery, irrespective of number of projects within the region. He/she will directly report to the Director – Planning and Mobilization. The position will be under the Program vertical in SEEDS. The position is independent and home-based with periodic travel.

RESPONSIBILITIES:

- Representative of the organisation in the region
- Partnership development and management
- Develop strong government relations and liaison with Government and other stakeholders
- Organise preparedness and response in local emergencies
- Oversee project implementation in the region.
- Mobilise and engage with local volunteers, community associations, educational institutions
- Facilitate and assure effective Administration, Accounting and Logistics
- Needs from the region for potential projects
- Development and Management of partnerships.
- Monitoring and ensuring effective project management with key focus to timely completion, quality assurance and effective budget management
- Regular communication and coordination with the head office at Delhi.
- Troubleshoot issues raised by Managers and staff

- Facilitate visit of donors to project sites.

Human Resource Management

- Ensure expected delivery of outputs from reporting personnel and guide them to ensure high quality outputs.
- Escalate critical projects issues to Senior Director – Impact and Inclusion in timely manner.
- Represent the organisation to external stakeholders related to programmes as and when required.
- Motivate regional staff, ensure friendly environment ensuring they are delivering expected results.

Compliance and accountability

- Remain consistently accountable to the overall delivery, monitoring as well as adhere to donor compliances.

Others

- Develop Regional Strategy
- Part of Project origination team through need analysis of region.
- Facilitate training and capacity building of regional/project team.
- Facilitates feedbacks from various stakeholders and share with the Chief Operating Officer (COO).

Candidate must have:

- A Master's degree in disaster management, social work, business administration or any equivalent degree in social science/humanities or related fields (or additional experience in lieu of degree)
- Ability to work independently.
- Minimum 10 years of professional experience in Program management, finance, and Human resource management
- Ability to strongly infuse, track and analyse impact
- Ability to coordinate strongly with diverse team of internal and external experts and resources
- Ability to coordinate inputs and activities across diverse teams spread across locations, and to coordinate with other teams and liaise with external stakeholders
- Candidate must be decisive, action-oriented, and able to manage deliverables effectively in an ambiguous environment
- In addition, the person must possess strategic thinking and tactical actions at the same time, have a proven record of delivering projects with measurable results, and possess strong written and oral communication skills
- Proven ability to manage people, resources, and finances.

- The ability to support, supervise, motivate, and manage a large team including skills and experience in effective delegation, coaching and development of staff.
- Good interpersonal skills: the ability to communicate clearly and effectively at all levels, considering cultural and language difficulties.

We value:

- Ability to respond efficiently to complex emergency situations in the field.
- Relevant experience in delivering on time, quality and on target
- Ability to make considerable 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
- Ability to work in partnerships
- 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 part of a team
- Ability to understand the implications and assess the appropriate degree of acceptable risk and take actions to minimize risk

Location

North-Eastern State – Assam or Manipur and should be domicile of Assam or Manipur.

Travel

Willing to travel 30% of the time.

Term

1 Year Extendable

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 “Regional Manager- North Eastern Region” latest by 20th October 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.