



Job Description:

Project Manager, Bengaluru

About SEEDS

SEEDS is a not-for-profit organisation that helps make communities resilient through comprehensive interventions in the areas of disaster readiness, response, and rehabilitation. Since 1994, the organisation 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 completed 28 years of outstanding service to humanity in January 2022 and is re-anchoring its approach to building resilience through innovation. It continues to empower the most vulnerable across Asia to build a better future. For more information, visit www.seedsindia.org

Position

This position will be responsible for managing various stakeholders, working in the concerned communities and taking the project ahead

Responsibilities

- Coordinate with local authorities and other stakeholders for permission, information sharing and other requirements in the due course of the lake restoration project
- Submission of periodic progress reports, case studies and feedbacks collected from the field in coordination with partner NGO
- Identification and finalisation of vendors/ contracting firms for civil works and formal agreement formed for completion of the works
- Bring in mechanisms to monitor the civil works are going as per agreed terms and BoQs finalised
- Facilitate and conduct training for community and students as per plan
- Conduct periodic meetings with stakeholders to update the progress and for ensuring the participation/involvement of them and the community around for the decisions related to the restoration of the lake
- Periodic review of milestones and ensure timely completion of project
- Managing and supporting partner NGO for effective implementation of the project
- Monitor budget spending is as per plan and take necessary actions in coordination with Regional Manager and Finance vertical.
- Conduct/ facilitate surveys for the 2 research studies
- Consult community and organise FGDs for decisions on protection and maintenance the lake
- Facilitate donor visits and other official's visiting the site
- Gather and develop social media content, case studies, voices of community, any other related information

- Proper Documentation of events and community engagements
- Analyse risks associated with the project and take actions in coordination with Regional Manager.
- Assess and come up with solutions based on PRA's conducted on project implementation.
- Effective coordination with program, accounts, logistics team and other verticals as and when required. Strict adherence to organisational policies and standards to be followed.

Education and/or Experience:

Any Master's degree preferably in Environmental studies, Urban Planning, Social work, Development studies with minimum 4-6 years of experience in managing and implementing projects in Environment and watershed protection/ NGO sector.

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

Bengaluru, India

Travel

Willing to travel in Project area.

Term

9 Months

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" in SEEDS latest by 31st April 2022. 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.