



Job Description:

Project Manager- North-Eastern Region

About SEEDS

Sustainable Environment and Ecological Development Society (SEEDS) is a leading non-profit organization working towards making communities resilient to the impact of disaster risks through various innovative approaches. The organisation has been awarded the most prestigious annual Subhash Chandra Bose Aapda Prabandhan Puraskar 2021 by the Government of India for its invaluable contribution and selfless service in the field of Disaster Management. Recently SEEDS has been conferred with the United Nations Sasakawa Award 2022 at the Global Platform for Disaster Risk Reduction (GPDRR) 2022. The organisation has been working extensively on major disasters in the Indian subcontinent for the last 28 years by integrating and merging technology with traditional wisdom.

Position

The Project Manager will work under the supervision and guidance of the Regional Manager for the Northeastern Region.

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.
- 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
- Any other relevant assignment by Regional Manager.

Candidate must have

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

Cachar District, Assam.

Travel

Willing to travel to different locations up to 20% of the time.

Term

15 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- Northeast Region" in SEEDS latest by 15th December 2022. We are an equal opportunity employer and value diversity in our organisation. Please mention your current and expected salary, and joining time required.

For information about the organisation, visit us at www.seedsindia.org.