



Job Description:

Manager Climate and Disaster Planning

About SEEDS

SEEDS (Sustainable Environment and Ecological Development Society) is a not-for-profit organisation that enables every individual with practical solutions towards disaster lifecycle management and sustainable environment. It builds self-reliant, resilient, and sustainable communities across boundaries using innovation and engaging at grassroots. Since 1994, the organization has worked extensively on every major disaster in the Indian subcontinent - grafting innovative technology on to traditional wisdom. It has reached out to families affected by disasters and climate stresses; strengthened and rebuilt schools and homes; and has invariably put its faith in skill-building, planning and communications to foster long-term resilience.

SEEDS is also India's first agency to be certified for the global core humanitarian standards – an international certification system for quality and accountability in humanitarian response and is recognized for its 30 years of service in disaster and environment by United Nations Sasakawa Award in 2022 and Government of India Subhash Chandra Bose Aapda Prabandhan Award in 2021. SEEDS completed nearly three-decade-long service to humanity rebuilding more than 62,000 homes, 650 schools and healthcare facilities, school safety programmes for more than a quarter million children, disaster management plans for 500+ communities, emergency assistance to more than 830,000 people. It has positively impacted the lives of more than six million people by 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

We are seeking a highly motivated and experienced professional to lead the development of disaster and climate risk management plans at national, state, district, and city/panchayat levels. The successful candidate will have a passion for climate and disaster risk reduction, attention to detail, and a thorough understanding of the institutional framework of government.

Responsibilities

- Understand the terms of reference and develop a start-to-finish project plan.
- Lead the development of disaster management plans and conduct vulnerability and risk assessments at national, state, district, and city/panchayat levels.
- Identify and analyse the potential impacts of climate change on communities and infrastructure.
- Develop and implement mitigation and adaptation strategies to reduce the impact of disasters and climate risks.
- Coordinate with various stakeholders, including government agencies, non-governmental organizations, and community groups, to ensure effective implementation of disaster and climate risk management plans.
- Monitor and evaluate the effectiveness of disaster and climate risk management plans and make recommendations for improvement.

- Stay updated on the latest developments and best practices in disaster and climate risk management.
- Provide technical support and training to government officials and other stakeholders.
- Prepare reports and documentation on the progress and results of disaster and climate risk management efforts.
- Participate in inter-agency and inter-governmental coordination and collaboration in disaster and climate risk management.
- Assist with the development of concept notes and responses to RFPs as part of business development.

Qualifications

- Master's degree in Disaster Management, Climate Change, Planning, Public Administration, Public Policy, Environmental Sciences, or related field
- Proven experience in leading the development of disaster and climate risk management plans and vulnerability and risk assessments.
- Strong project management experience and experience in reporting and documentation and coordinating with multiple stakeholders.
- Strong analytical, strategic planning, and problem-solving skills
- Excellent written and verbal communication skills.
- Strong understanding of institutional framework of government
- Basic knowledge of GIS and mapping, quantitative and qualitative analyses
- Strong project management experience
- Openness to learn, unlearn and relearn.
- Certificate course in project management is an advantage.
- Experience working with government agencies, non-governmental organizations, and community groups is an advantage.
- Familiarity with GIS, statistical analysis software, and other relevant tools and technologies is an advantage.

We Value

- 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

New Delhi

Travel

Willing to travel up to 30% of the time, sometimes in emergency situations.

Term

2 years; possibility to extend.

Joining Date

TBD: Applications will be assessed on a rolling basis. Please note that only shortlisted candidates will be contacted.

Pay Scale

40,000- 54,000 INR per month

How to Apply

Please send the following to joinus@seedsindia.org with the subject "Application: Manager Climate and Disaster Planning":

1. Resume
2. Cover letter highlighting your interest, experience, and availability.
3. Mention current and expected CTC.

At our organization, we believe that diversity and inclusiveness are key to creating a dynamic and innovative workplace. While we welcome applications from those with the required academic qualifications, we also encourage individuals with significant interest in this area of work to apply. We value experience and knowledge gained through non-traditional academic paths and believe that everyone should have equal opportunities to succeed.

We also encourage applicants from all genders, ethnicities, and backgrounds to apply, as we believe that diversity in our team brings a wealth of perspectives and ideas that contribute to the success of our projects. Additionally, we celebrate linguistic diversity and welcome applicants who speak multiple languages.

Join our team and be a part of an inclusive and dynamic work environment that is committed to making a positive impact in the world.

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