



## **JOB DESCRIPTION:**

### **Manager Projects & Incident Response: East and North- Eastern Region**

#### **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 29 years of outstanding service to humanity in January 2023 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](http://www.seedsindia.org)

#### **POSITION**

This position will be responsible for overall program operations in the zone and will report to Director City Mobilisation and Partnership

#### **RESPONSIBILITIES**

##### **Incidence Response:**

- Responsible for overall program operations in the zone
- Develop tactical plans to implement program activities.
- Work with Planning and Logistics in developing daily action plans.
- Participate in all the necessary meeting.
- Support advocacy, communication and fund raising.
- Liaise with partners and governments in the region proactively.
- Develop & capacitate Program Operations Team.
- Liaise with and develop healthy partnership with local partners & volunteers.

##### **Project Management:**

- Coordinate with local authorities and other stakeholders for permission, information, sharing and other requirements.

- Submission of periodic progress reports, case studies and feedbacks collected from the field in coordination with partner NGO.
- Bring in mechanisms to monitor the deliverables as per benchmark provided by organisation.
- Facilitate and conduct training.
- Conduct periodic meetings with stakeholders to update the progress and for ensuring the participation/involvement of the community.
- 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 reporting officer.
- Monitor Construction and facilitate support required to execute.
- 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.
- 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.

## **CANDIDATE MUST HAVE**

---

## **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, assess the appropriate degree of acceptable risk, and take actions to minimize risk.

## **LOCATION**

Golaghat, Assam

## **TRAVEL**

Willing to travel **20%** of the time.

Salary-40-45k

## **TERM**

Two years (renewable as per requirement)

## **How to Apply**

Please send the following to [joinus@seedsindia.org](mailto:joinus@seedsindia.org) with the subject "Application: **Manager Projects & Incident Response: East and North-Eastern Region**":

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

SEEDS is committed to diversity and inclusion within its workforce and encourages all candidates from marginalised castes (SC/ST/OBC), genders, sexuality, religions, and abilities to apply to become a part of the organisation.

For more information about the organisation, visit us at [www.seedsindia.org](http://www.seedsindia.org).