



## **Job Description: Product Planning and Program Manager**

### **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](http://www.seedsindia.org)

### **Position**

We are seeking an experienced Product Planning and Program Manager to join our team and lead the development and delivery of disaster and climate focused urban products. The ideal candidate will be responsible for managing the product planning and program management processes, including product ideation, design, development, launch, and roll-out. They will work closely with internal teams, external partners, and stakeholders to ensure that products meet user needs, are of high quality, and are delivered on time, within scope, and within budget. The role reports to the Product Vertical Leader.

### **Responsibilities**

- Work with stakeholders to identify unmet needs in the market and for users in the eco-system and translate these needs into product concepts.
- Develop product roadmaps and work with cross-functional teams to ensure products are delivered on time, within scope, and within budget.
- Ensure that products meet user needs and are of high quality, conducting user research and testing as necessary.
- Lead the product design and development process, working closely with engineering, marketing, sales, operations, and data science teams.
- Develop and manage program timelines and budgets, ensuring that all team members are aware of their responsibilities and deliverables.
- Identify and manage program risks and issues, developing mitigation plans as needed.

- Build consensus among all stakeholders, ensuring that everyone is aligned on program goals and timelines.
- Develop and maintain a deep understanding of the market, industry, and competitive landscape.
- Support business development efforts to increase the organization's urban footprint, contributing to concept notes and proposals as needed.

**Qualifications**

- Bachelor's degree or higher in a relevant field such as computer science, engineering, business, or design
- At least 5+ years of experience in product planning and program management, with a focus on urban issues
- Strong analytical and problem-solving skills, with a deep understanding of consumer behavior and user needs
- Experience with product ideation, design, development, launch, and roll-out
- Excellent written and verbal communication skills, with the ability to build consensus among stakeholders from a variety of backgrounds.
- Strong program management experience and experience in supporting business development efforts.
- Openness to learn, unlearn and relearn.
- Certificate course in project management 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 20% 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**

30,000- 41,000 INR per month

**How to Apply**

Please send the following to [joinus@seedsindia.org](mailto:joinus@seedsindia.org) with the subject “Application: Product Planning and Program Manager”:

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](http://www.seedsindia.org)