

Project Manager - Based in Odisha

SEEDS is a nonprofit organization working with communities afflicted by disasters and living in disaster prone areas.

Founded in 1994, SEEDS with its team of committed professionals has reached out to thousands of families affected by earthquakes, floods and cyclones; restored schools and homes; and has invariably put its faith in building long term resilience

Job Profile:

SEEDS is currently engaged in the relief and recovery work after the Phailin Cyclone in Odisha. The Project Manager will be responsible for the overall management and implementation of the Relief & Recovery work undertaken by SEEDS in Odisha, ensuring accountability. The position will be directly working under the Project Coordinator based in Delhi for day to day activities.

Key Responsibilities:

- Overall management of the relief and recovery work , including prioritizing the needs and developing a distribution plan to reach out to affected community
- Overseeing the Monitoring and Evaluation team for the distribution of relief materials and recovery work
- Coordinate and work closely with all relevant partners, including government during the entire process of relief and recovery work
- Manage and implement activities on the day to day basis
- Prepare monthly reports and documents.
- Ensure Accountability to all stake holders
- Establishing and monitoring Complaint Response Mechanism
- Undertake any other relevant tasks as required for the project

Qualifications:

- Postgraduate degree in Social Work with relevant experience in the field of relief and recovery work from a reputed institution

Skills & Knowledge required:

- Ability to manage relief and recovery operations within the shortest possible time
- Strong focus on impacts and results and respond positively to the feedbacks
- Ability to lead, manage and mobilize team

- Computer skills
- Strong oral and written communication skills in English, Hindi and Oriya

Experience:

At least 4 to 5 years experience in field of Program Management.

Previous experience of working in Relief & Recovery Operations.

How to Apply:

Candidates with a passion to work in the humanitarian sector and the above qualifications and willingness to travel may apply to joinus@seedsindia.org under the heading "Project –Manager - Odisha" showing current and expected salary by 22th Nov 2013. Women candidates are also encouraged to apply. Visit us at www.seedsindia.org