About-SeSTA

Seven Sisters Development Assistance (SeSTA) www.sesta.org is a professionally managed, non-governmental, not-for-profit organization initiated by a group of young professionals engaged in different parts of North-East India.

Name of Post: Programme Associate

Eligibility:

We are looking for passionate young persons who have the urge to work for rural disadvantaged communities to bring meaningful changes in their lives; with a minimum qualification of graduate degree (10+2+3) with 50 % marks for GENERAL and 45% for SC/ST and OBC. Women candidates and LGBTQIA+ are encouraged to apply. SeSTA believes in diverse, inclusive and equitable opportunities for all.

Salary/Pay:

Gross Salary will be approximately Rs. 17,000 per month + Travel bill as per actual (First 6 months will be on probation).

Place of posting: Kaliapani, East Jorhat, Machkhowa, Majuli and Ujani Majuli blocks of Assam.

Reports to: Integrator

Roles and Responsibilities:

➢ Responsible for implementing the developmental programs of SeSTA
➢ Responsible for
  • Community mobilization
  • Institution building – Self Help Group (SHG), Village Organization (VO), Producer Group (PG), Farmers Producer Organization (FPO), Cluster Level Federation (CLF)
  • Strengthening of community institutions and women collectives
  • Family Based Livelihood Planning (FBLP)
  • Promote scientific livelihood intervention among women farmers – System of Rice Intensification (SRI), System of Crop Intensification (SCI), Nutrition Garden, Orchard Development, Bamboo Plantation, Scientific Goat Rearing, Scientific Pig Rearing, Back yard poultry, Mushroom Cultivation and any other relevant livelihood activity for the area placed in
  • Credit linkage
  • Capacity Building of community cadres
  • Support in conducting monthly review and planning meeting of community cadres
  • Facilitating different trainings in the community
  • Engage in distributing support materials to the community
  • Monitoring the revolving fund process in the community institutions
➢ Record keeping and maintaining documentation
   • Maintenance of Register –
     ✓ Stock Register
     ✓ Training Register
   • Data Maintenance of targets vs achievements
   • Data keeping of stock maintenance, loan distribution, loan refund of the community institutions and bank related documentation works
   • Maintenance of Attendance Register and Monthly Leave Status Sheet
   • Maintenance of Accounts related documents (Advance requisition forms, Bill Settlement & Receipts and Acknowledgements)
   • Participant list of Training
   • Adhering to SeSTA’s benchmark and standards in different interventions
➢ Updating monthly plan in the MIS system of SeSTA
➢ Building linkage with different stakeholders (Agriculture Department, Krishi Vigyan Kendra KVK, Veterinary Department, Fishery Department, Irrigation Department, Gaon Panchayat/VCDC, Block Office, BMMU of NRLM, Bank) and working in convergence

Process of Selection:

   a. Non Verbal Reasoning and Test of English
   b. Group Discussion (GD)
   c. Personal Interview (PI)
   d. Rural Stay Test

Last Date of Submitting Bio-Data: 30th July, 2023

(No Bio Data will be accepted after the above mentioned date and incomplete Bio Data will also not be considered)

Date of Selection will be intimated to shortlisted candidates by phone or mail.

For Application: Send your complete bio-data (including % of marks in all exams) to recruitment@sesta.org