

Seven Sisters Development Assistance (SeSTA)

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. The name SeSTA is pronounced 'Chesta' and means 'Effort' in Assamese. It was begun with the idea of enhancing the capabilities of vulnerable communities by creating a just and equitable society devoid of poverty and identity-related crises, and by promoting and strengthening institutions in the north-eastern region of India. SeSTA's mission is to catalyse inclusive and sustainable development in the North-East region of India by enhancing the capabilities of the rural communities.

Name of the Post: Executive-Human Resource Management (HRM)

Eligibility:

Candidates having MBA in HR or MSW in HR with at least 50% marks (45% for SC/ST) in the last qualifying exam.

Age Limit: The age limit for applying is 32 years.

Experience required: Minimum 3 years of experience in Human Resource Management in the Development Sector only.

Salary/Pay: Negotiable (as per years of relevant experience)

Key Roles & Responsibilities –

- Staff Inventory
- Conducting Selection & Interviewing process
- Induction of new professionals
- Executive Trainee (ET) review & grooming
- Organizational Development Process
- Organizing capacity building training for staff development
- Liasoning Resource Persons and trainers for training
- Conducting Internship
- Documentation
- Follow up and Conduct review of professionals

Skills we are looking for:

- Communication and interpersonal skills, Good at storytelling and articulation,
- Innovative and creative thinking, ability to come up with out of box ideas
- Good creative writing and content development skills
- Drive to achieve growth, willingness to push hard, ability to get things done, take fast decisions and resolve the matters
- Good Understanding and experience of sustainable livelihoods promotion and working with women collectives
- Good with numbers and Data, analytical thinking, and creating smart strategies based on analysis
- Competent at MS Excel, Power Point and other office tools
- Proficient in English and local languages, Documentation and presentation skills: Verbal, Written and IT

Selection Criteria

- **Witten Test**
- **Group Discussion**
- **Personal Interview**
- **Rural Stay Test (RST for 7 days)**

After selection, 15 days of village study will be required.

Last Date for Application: 6th September 2023

Date of Selection: Will be intimated to the shortlisted candidates by phone or mail.

No application will be acceptable after the above-mentioned date and incomplete application will also not be considered.

For Application: Send your CV to sesta.recruitment@sesta.org mentioning the subject line as **“Application for the post of Executive-(HRM)”**.