

## About-SeSTA

Seven Sisters Development Assistance (SeSTA) [www.sesta.org](http://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 catalyze inclusive and sustainable development in the North-East region of India by enhancing the capabilities of the rural communities.

## Name of Post: Integrator (Operations)

### Qualities we are looking for:

- Individuals who are passionate and emotionally connected to the issues related to farmers, food, environment, livelihood, who have the sensitivity, empathy and desire to work for addressing various inequities in the society
- Individuals who want to traverse an unbeaten path, have the perseverance to stay and work in a remote and challenging environment and sacrifice little comforts
- Individuals who would like to work in a start-up like environment, who are proactive, self-driven and have the ability to work independently, handle multiple roles and cope up with the ambiguity
- Individuals who can commit at least few years of their life, who want to get immersed in the field, work hands-on, take ownership and build something tangible

### Profile Overview:

The Integrator will supervise 4-5 adjacent teams of SeSTA and lead the operations there

### Key Roles and Responsibilities

- Helps visualize, plan, facilitate, coordinate and guide expansion strategies and initiatives in each of the teams s/he is in charge of
- Facilitates, coordinates, monitors and reviews the operations of each team in terms of:
  - Quality
  - Performance (impact)
  - Outreach
  - Selection and retention of people
  - Fundraising, deployment and utilization of resources
  - Finance, Accounts and Administration
- Integrates systems and processes ensuring organizational coherence
- Ensures statutory compliance
- Synergizes operational and support functions
- Promotes and facilitates inter-team learning and collaboration and contributes to knowledge building
- Plans and implements Human Resource Systems
- Mentors, facilitates staff development and provides support
- Infuses staff with the spirit of service
- Builds and leads a strong team
- Builds a culture of reflection and documentation in her/his area
- Provides feedback to the Programme Director
- Upholds the values, ethics and culture of the organization
- Scans the environment to identify opportunities and explore their viability
- Establishes and maintains liaison with relevant stakeholders

- Engage with Cluster Level Federation (CLFs) for facilitating visioning training and planning of CLF engagement
- Conducting Training of Trainers on preparing business plan for CLF
- Supporting CLFs in setting a strong governance system
- Strengthening the operational system for CLFs to ensure that each CLF has engagement policy in place
- Strengthening the financial system management of CLFs
- Develop immersion sites and model CLFs by closely monitoring and engaging with CLFs
- Facilitate business oriented engagement plan in the CLFs
- Serves as an ambassador of the organization and builds the image of SeSTA in relevant forums

**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
- Sharp Business acumen with good negotiation and convincing skills, ability to identify market trends and new opportunities
- 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
- Basic understanding of Finance and Accounts management

**Required Qualifications and Experiences:**

A professional degree/Post graduate degree having minimum of **four years of experience in the development sector** and 50 % marks (45% for SC/ST and OBC) in last qualifying exam. Women candidates are encouraged to apply. Candidates without relevant experience will not be considered. Women candidates and individuals from LGBTQ+ community are encouraged to apply.

**Age Limit:** The age limit for applying is 35 years.

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

**Location:** North Garo Hills (Meghalaya)

**Process of Selection:**

- a. Telephonic Interview
- b. Group Discussion
- c. PowerPoint Presentation
- d. Personal Interview

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

**For Application:** Send your CV along with a Cover letter to [recruitment@sesta.org](mailto:recruitment@sesta.org) mentioning the subject line as “**Application for the post of Integrator (Operations)**”

**Last Date of Submitting Application:** 6<sup>th</sup> September, 2023

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