



## **Recruitment for the Post of Executive (MIS & MEL)**

### **About the Organisation:**

Seven Sisters Development Assistance (**SeSTA**) ([www.sesta.org](http://www.sesta.org)) is a professionally managed not-for-profit organization initiated by a group of young professionals engaged in different parts of North-East India. It was registered in the year 2011 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 has currently 120+ professionals and is working in 44 Development Blocks of Assam, Tripura, and Meghalaya.

**Name of the Post:** Executive (MIS & MEL)

**Place of Posting:** Guwahati, Assam

### **Roles and Responsibilities:**

- Deploying IT tools extensively within organization to ease access to information, effective reporting, and transparency
- Helping the organization access data from the field, and process the information to serve as inputs for decision-making at different levels of the organization
- Undertaking field studies, engaging in action research, and contributing to the organization's pool of knowledge and practice
- Interpret data, analyse results using statistical techniques and provide ongoing reports
- Identify, analyse, and interpret trends or patterns in data sets
- Develop and implement data collection systems, and other strategies that optimize statistical efficiency
- Travel to the field locations as and when required

### **Qualities we are looking for:**

- Excellent communication and presentation skills.
- Ability for critical thinking and creativity around complex data
- Having a systematic and logical approach to problem-solving
- Good knowledge of Data Analytical Tools such as SPSS, Atlas is a plus.
- Minimum 1 year of experience in MIS or M&E.

### **Eligibility:**

**Education:** B.E/B.Tech, MTech/MCA/MSc. with 50 % marks (45% for SC/ST and OBC) in the last qualifying exam. Women candidates are encouraged to apply.

**Age Limit:** The age limit for applying is 28 years.

**Salary/Pay:** Rs 32,000/- per month.

### **Selection Criteria:**

- Written Test
- Personal Interview
- Group Discussion
- Rural Stay Test (RST)

**Last Date for Application:** 6<sup>th</sup> September 2023

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

**For Application:** Send your CV to [mis@sesta.org](mailto:mis@sesta.org) mentioning the subject line as "**Application for the Post of Executive (MIS & MEL)**"

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