



SeSTA

Seven Sisters Development Assistance

Ref: SeSTA/HR/825/2024-25

Date: 24/04/24

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.

1. **Name of Post** – Trainer (NODE Project)
2. **No. of posts** – 1
3. **Pay** – as per years of relevant experience
4. **Age** – The age limit for applying is 35 years.
5. **Place of Posting:** Guwahati, Assam
6. **Eligibility:**
 - Minimum 5 years of experience in designing and delivering organizational development and training programs.
 - Strong understanding of adult learning principles, instructional design, and training evaluation methods.
 - Excellent communication, presentation, and facilitation skills.
 - Ability to work independently, manage multiple projects, and adapt to changing priorities.
 - Candidates with relevant experience are preferred.
7. **Walk in date and time** – Will intimate through e-mail
8. **Application fee-** Not applicable
9. **How to apply** – Send your updated CV and mention the name of the post in the subject line and send it to accounts@sesta.org
10. **Last Date** – 1st May, 2024.

More details at <https://sesta.org/recruitment/>

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

The date of Selection and venue will be intimated to shortlisted candidates by phone or mail.

Overview: The Trainer for Organizational Development is responsible for designing, delivering, and evaluating training programs aimed at enhancing organizational effectiveness, employee performance, and overall business growth. This role focuses on fostering a positive organizational culture, improving processes, and developing employees' skills and competencies.

SeSTA is a non-profit, public service organization registered under the Societies Registration Act, 1860.

Regd. No. KAM (M)/240/A-28/431 of 2011-12 FCRA Regd. No. 020780163

Website: www.sesta.org, Telephone: 6003054645, E-mail: sestaho@sesta.org

Head Office Address: House no. 40, 1st and 2nd Floor, Gopal Than Path, Gotanagar, Guwahati - 781011, Assam

Key Responsibilities:

1. Training programme design and development
 - Identify organizational development needs through assessment, survey, and feedback
 - Design, customize and develop training programmes and identify needs.
 - Collaborate with consultants to ensure content is accurate, relevant and up-to-date
2. Training delivery
 - Facilitate training sessions, workshops and seminars both virtually and in person
 - Engage participants through interactive and innovative training methodology
 - Adapt training methods and materials to accommodate different learning styles and preferences
3. Performance evaluation and feedback
 - Assess the effectiveness of training programs through feedback, evaluations,
 - Analyze training outcomes to identify areas for improvement and make necessary adjustments to training content and delivery methods.
 - Provide constructive feedback to participants to encourage continuous learning and development

Candidates from the minority and tribal community, specially-abled, LGBTQ+ and Women candidates are encouraged to apply.

SeSTA is a zero-tolerance zone on all forms of sexual harassment, abuse and exploitation.



Mr. Pradyut Bhattacharjee
(Executive Director)