

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 catalyze inclusive and sustainable development in the North-East region of India by enhancing the capabilities of the rural communities.

Name of Post: Executive(Convergence)

Eligible criteria:

- Minimum 2-3 years of experience working in MGNREGA or Other relevant Govt & and Non Govt agencies.
- • Experience of working with Different govt stakeholders & Panchayati Raj institutions, Block and District Level institutions, hand holding support to community institutions lie CLFs and Vos.
- • Experience of organizing & conducting training programs and workshops at District and Block Level.
- • Should have working knowledge of Microsoft tools (Word, Excel, PPT) and have done data collection online/ offline

Salary/Pay: 35,000 - 40,000 (As per relevant years of experience)

Roles and Responsibilities:

- Intensively engage with District administration, Zilla Parisad, DRDA, Blocks, VCDCs/GPs for ensuring convergence MGNREGS and accessing various schemes, rights and entitlements, leverage of funds for livelihoods assets creation under MGNREGS by rural communities in operational areas of Partners CSOs.
- Engage in building capacities of the various stakeholders of MGNREGS like PRI representatives, frontline functionaries, partner CSOs in GPDP, convergence etc. through trainings, development of resource material, circulation of relevant information, influencing at various levels.
- Provide thematic support to the various stakeholders of the blocks such as local administration, Panchayat, community institutions like SHGs, VOs, PGs, FPC, in decentralized participatory planning process and accessing various schemes and entitlements
- Support field professionals of CSOs in creating individual livelihood assets by leveraging funds from MGNREGS, developing models in livelihoods assets creation in identified blocks to influence the Government agencies & PRIs.
- Make regular field visits (**Monthly at least 80% field visit**) to blocks /district to understand the status of implementation of MGNREGS & entitlements provide on-field support field teams.

- Implementation, overseeing & monitoring of access of various schemes and Entitlements in respective districts/blocks through engaging with PRIs and women Collectives
- Mapping of eligibility of various entitlements of SHG members through APP based tool and facilitating submission of applications for different schemes.
- Assisting the Community Institutions like VOs, SHGs, Sub committees in creating awareness around various schemes/entitlements and also helping them fill and submit applications of various schemes and entitlements.
- Training of Rights Cadre (*Adhikaar Sakhis*) in their selection, planning, implementation of tasks, payment through women collectives
- Train and provide handholding support to field functionaries of CSOs during estimation, implementation and closure of IBS schemes and other schemes under MGNREGS in selected blocks.
- Provide technical support to the various stakeholders of the GPs, blocks such as AE, JE during estimation of Individual beneficiaries' schemes under MGNREGS.
- Provided technical guidance to the community institution, PRIs for selection of technically viable schemes under MGNREGS preparation of GPDP plan.
- Prepare technical work plan for sanction of the schemes under MGNREGS.
- Intensively engage with Assistant Engineers, block engineers, GP level Accredited Engineers for timely submission of estimate of the schemes & technical approval of the schemes of IBS under MGNREGS at all level in operational areas of Partners CSOs.
- Online Projections of Schemes, Technical Estimates, Technical Sanction (TS), Administrative Sanction(AS) in NREGA Online Portal
- Regularly writing of success stories and case studies from the field
- Any other relevant task assigned by the organization.

Process of Selection:

- a. Non Verbal Reasoning and Test of English**
- b. Group Discussion**
- c. Personal Interview**
- d. Rural Stay Test**

Place of Posting: Upper Assam

Last Date of Submitting Bio-Data: 20th October, 2024

(No Bio Data will be acceptable 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 and mail)

Apply to: Please send your complete bio-data (including % of marks in all exams) to recruitment@sesta.org