

Name of Post: Executive (Convergence)

Place of Posting: Guwahati, Assam

Reports to: Lead Convergence

Job Description:

We are looking for passionate professional who has the urge to work for rural disadvantaged and marginalised communities to bring meaningful changes in their lives with a professional Degree/ Post Graduate Degree having minimum three years of relevant experience and 50 % marks (45% for SC/ST and OBC) in last qualifying exam.

Note: Women and individuals from LGBTQ+ community and person with a disability are encouraged to apply.

Age Limit: 35 Years

Salary/Pay: 5.4 LPA (Negotiable as per relevant years of experience)

Eligibility Criteria:

- Minimum **3 years of experience** working on Governmental agencies especially in Mahatma Gandhi National Rural Employment Guarantee Act (*MGNREGA*).
- Experience of working with different Government stakeholders & Panchayati Raj Institutions, Blocks, District and State Level institutions, hand holding support to community institutions like Cluster Level Federation (CLFs) and Village Organizations (VOs).
- Experience in organizing & conducting training programs and workshops at State, District and Block Level.

Competencies:

- Should be good and well equipped with Microsoft tools (Word, Excel, and PowerPoint), Data Analytics and documentation of case studies.

Roles and Responsibilities:

- Intensively engage with State Administration, District administration, Zilla Parishad, District Rural Development Agency (DRDA), Blocks, Village Council Development Committee (VCDCs), Gaon Panchayats (GPs) for ensuring convergence (*Mahatma Gandhi National Rural Employment Guarantee Scheme*) 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 Civil Society Organizations (CSOs).
- Engage in building capacities of the various stakeholders of MGNREGS like Panchayati Raj Institutions (PRI) representatives, frontline functionaries, partner CSOs in Gram Panchayat Development Plan (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 in implementation, overseeing & monitoring of access of various schemes and Entitlements in respective districts/blocks through engaging with PRIs and women Collectives
- Assisting the Community Institutions like VOs, SHGs, and Sub committees in creating awareness around various schemes/entitlements and also helping them fill and submit applications of various schemes and entitlements.
- Train and provide handholding support to field functionaries of CSOs during estimation, implementation and closure of (Individual Beneficiary Scheme) IBS schemes and other schemes under MGNREGS in selected blocks.
- Provide technical support to the various stakeholders of the GPs, blocks such as Assistant Engineer (AE), Junior Engineer (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.
- Regularly writing of success stories and case studies from the field
- Any other relevant task assigned by the organization.

Process of Selection:

1. Non Verbal Reasoning and Test of English
2. Group Discussion
3. Personal Interview
4. 7 Days of Thematic Process (Rural Stay Test)

Last date of Submission: 5th May, 2025

No Bio-data will be accepted after the above mentioned date and incomplete Bio-data will not be considered.

Date of Selection:

Will be intimated to the shortlisted candidates by official mail.

To apply:

Please send your complete Resume (should include at least 2 reference contacts) along with a Cover Letter (mandatory) including % of marks in all exams at

recruitment@sesta.org

(No Resumes will be accepted if the above mentioned details are missing or if sent to any other emails of 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.

Registered in 2011, SeSTA works with 200,000 families across 2,540 villages in 26 districts of Assam, Meghalaya, and Tripura, enhancing livelihoods through women collectivization and diversified practices like scientific agriculture and livestock rearing. It strengthens Self-Help Groups (SHGs), Village Organizations (VOs), Producer Groups (PGs), and Farmer Producer Organizations (FPOs), impacting over 250,000 individuals, and promotes a market-centric agri-economy and access to entitlements. Supported by notable agencies, SeSTA envisions a vibrant, inclusive society in North East India through holistic development interventions and strategic partnerships.