

Job Title: GIS Executive

Location: Diphu, Karbi Anglong, Assam/ Adokgre, North Garo hills, Meghalaya

Type of Engagement: Contractual

Experience Required: Minimum 2 years of relevant experience

Salary: 45,300 per Month

About the Organization:

Seven Sisters Development Assistance (SeSTA) is a non-profit organization committed to empowering rural communities in Northeast India by collectivizing women, strengthening livelihood systems, and promoting sustainable development.

Role Overview:

The GIS Executive will be responsible for collecting, analysing, and interpreting geographic data to support planning, implementation, and monitoring of development projects. The role requires hands-on experience with GIS tools, spatial analysis, and the ability to translate technical findings into actionable insights for program teams.

Key Responsibilities:

- Develop, manage, and update GIS databases for different locations of SeSTA.
- Collect and digitize spatial data from field surveys, satellite imagery, or secondary sources.
- Generate thematic maps (e.g., land use, soil, hydrology, socio-economic) for planning and reporting.
- Support program teams with spatial analysis for decision-making and resource allocation.
- Conduct training for field staff and partners on basic GIS applications and mapping tools.
- Integrate GIS data with socio-economic and demographic datasets for holistic analysis.
- Liaise with government agencies and technical institutions to access and share GIS data.
- Maintain documentation of GIS processes and data sources for transparency and replication.
- Conduct geo-tagging and geo-fencing of plantation sites for effective monitoring.
- Ensure integration of NRM activities in Gram Panchayat Development Plans (GPDPs).

- Make regular field visits, ensuring at least 80% of the working days each month are spent in the field.
- Contribute to monitoring, evaluation, and impact assessments using geospatial tools.

Required Qualifications and Skills:

- Master's degree in Geography, Geoinformatics, Environmental Science, Civil Engineering, or related fields.
- Proficiency in GIS software such as ArcGIS, QGIS, or similar open-source platforms.
- Experience in remote sensing, GPS tools, and spatial data management.
- Strong analytical and visualization skills.
- Familiarity with tools like Google Earth Engine, ERDAS, AutoCAD (optional).
- Good communication and report-writing skills.
- Willingness to travel to rural and remote project locations.

Preferred:

- Prior experience working with NGOs, government agencies, or research institutions in development projects.
- Knowledge of local geography and socio-political contexts of Assam.
- Exposure to community-level participatory mapping.

Last date for the application: 18th July, 2025

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