About SeSTA

Seven Sisters Development Assistance (SeSTA) is a professionally managed and field-based rural development organization in North East India. Currently working in **Assam, Meghalaya & Tripura**, SeSTA's mission is to catalyze inclusive and sustainable development in the region by building the capabilities of rural communities. Our work focuses on creating livelihoods for rural poor households through agriculture, natural resource management, and livestock interventions, primarily by mobilizing disadvantaged women into Self Help Groups (SHGs).

For more information, kindly visit **www.sesta.org**.

About NoDe

Northeast Organizational Development for Empowerment (NoDe) is an initiative of SeSTA launched in January 2024. The initiative has been initially supported by Axis Bank, with the first cohort comprising 13 CSOs from 5 states of Northeast India, currently ongoing with 3 Cohorts of 27 CSOs from the region. The program focuses on strengthening Civil Society Organizations in the region by building robust systems and processes, fostering transformative governance, enhancing human resources, and supporting 3x organizational growth. NoDe is facilitated through a flexible and customized training design tailored to the needs of the CSOs.

Microsite link: NoDe

Name of Post: Trainer (NoDe)

Eligibility

We are looking for passionate young professionals who aspire to begin their career in the development sector and are committed to working with rural disadvantaged communities to bring meaningful change.
Applicants must have:

- **16 years of education** with at least **50% marks** (45% for SC/ST/OBC) in the last qualifying examination.
- Candidates with **Masters in** Development Studies, Social Work, Public Policy/ Public Administration, Sociology, Mass Communication & Journalism qualifications will be given preference.
- Minimum 2 years of working experience in relevant field.
- **Women candidates / LGBT+ individuals / persons with disabilities** are strongly encouraged to apply.
- **Age Limit:** Maximum age **32 years**.

Place of posting: Guwahati, Assam
No of positions: 1

Salary / Pay

- **Gross Salary: Subject to relevant years of experience** + Local Conveyance.

Job Description:

1. Support the Project Lead for ensuring the overall implementation of the **Eco system project to support Civil Society- NODE.**
2. Engage in the selection process of CSOs.
3. Engage in the baseline, mid-line, end line assessment study of CSOs by making visits.
4. Assist Project Lead in resource allocation and tracking to ensure optimal utilization of resources.
5. Coordinate and facilitate OD training for CSOs with Project Lead.
6. Developing various training plans covering physical, financial planning for CSOs.
7. Coordinate with NODE- Core Team to ensure training and tasks are assigned and completed according to deadlines.
8. Coordinate with CSOs to ensure tasks/inter-phase works assigned post training are completed according to deadlines.
9. Facilitate communication between CSOs and NODE Core Team to ensure that project deliverable is implemented as per timeline.
10. Maintain data and documentation including project plans and milestones, status reports, meeting minutes.
11. Preparing and submitting project progress reports in a timely manner.
12. Monitor project timelines and proactively identify potential issues or delays.
13. Identify and addressing hurdles and risks in a timely manner.
14. Monitor project deliverable to ensure that quality standards are met.
15. Foster a collaborative and positive environment between CSOs and NODE.
16. Regular follow ups by making physical visits with CSOs for inter phase works, real time hand-holding support to CSOs as per their needs

Other Skills:

- Time management and the ability to meet deadlines
- Proactive problem-solving
- Willingness to travel for field visits
- Taking Self initiative
- Good command in communication

Process of Selection

- Non-Verbal Reasoning Test and Test of English
- Group Discussion
- Personal Interview
- Rural Stay Test

Last Date for Submitting Application: December 4, 2026

No applications will be accepted after the above date. Incomplete applications will not be considered.

The **date of selection and venue** will be communicated to shortlisted candidates via email.

No phone calls shall be entertained.