



Centre for North East Studies and Policy Research (C-NES)

(North-east Office)

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C-NES, Guwahati Office invites online applications for appointment on contractual basis for the following positions. Candidates can apply at officeasstguwahati@c-nes.org or before 28 October 2023. For educational qualification, experience, salary etc. and other information visit official website www.c-nes.org. Candidates not having the requisite qualification and other criteria need not apply.

1) Program Assistant

(a) Major Responsibilities

- You will work directly under the supervision and overall direction of the Program Manager
- Your job will require data analyzing, project writing, report writing/other related paper work, coordinating and assisting the project activities
- Properly compute and maintain all projects data of **e-SAATHI project** supported by Population Council Consultancy (PCC) as directed.
- Follow up all pending issues.
- Maintain all files and documents of different programs and projects.
- Ensure that all correspondence is duly attended to.
- Help in organizing seminars/ workshops/ trainings/ meetings.
- Be responsible for ensuring proper hospitality and care of guests/ visitors to the organization.
- Liaise with the outside organizations (i.e. - government, non-government and other offices) as and when required.
- Coordinate the different activities of C-NES.
- Attend to any other duties/ responsibilities assigned to by the Program Management Unit (PMU) C-NES & PCC.

(b) Education:

- Graduate from recognized university in computer science/statistics/math. With certificate and good knowledge of using Microsoft words, Excel & PowerPoint.

(c.) Experience:

- At least two (2) years working experience in relevant field.

(d) Length Of Assignment: Fixed Term Contract

(e) Compensation: Rs.18,000/- per month.

(f) Working Area: C-NES Regional Office, Guwahati