



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills, Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya - 793003

(CIN No. U75144ML2012NPL008509)

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NOTIFICATION

No.MBMA/HR/167/2023/645

Dated, Shillong, 05th July, 2023

The Meghalaya Basin Management Agency (MBMA) is hiring the following positions for the Meghalaya Program for Adolescent Wellbeing, Empowerment and Resilience (MPOWER) project that aims to nurture holistic development of adolescents who are between the ages of 09 to19 in Meghalaya through a multi-sectoral approach. MBMA invites applications from eligible candidates to fill up the following positions on contractual basis.

The detailed information's regarding the application form link, advertisement, notification, and the Terms of Reference are made available in MBDA's website: <https://www.mbda.gov.in>

1. Position Vacant:

Sl. No.	Position	Essential Qualifications & Experiences	No. of Vacancy	Place of Posting	Pay
1.1	Project Lead	<p>Essential Qualifications: Post Graduate Degree in Project Management, Business Administration or related disciplines with exceptional and demonstrated skills of project management and its operations including budgeting and analysis.</p> <p>Required Experiences:</p> <ol style="list-style-type: none">1. Minimum 08 years of work experience in senior management role in education, healthcare and development sector preferably in projects funded by external aided agencies or government agencies.2. Demonstrated ability to lead implementation of large scale projects, managing teams and handling budgeting and analysis.3. Experienced in convening and facilitating groups of people to tackle complex problems as a team.4. Ability to conduct targeted research, analyse information, summarise and present findings and make recommendations.5. Demonstrated ability to work with diverse personalities with a wide variety of cultural and professional backgrounds and experiences including commissioners, staff and community partners. <p>Skills & Attributes:</p> <ol style="list-style-type: none">1. Effective leadership and interpersonal skills2. Self-starter who can thrive in a "start-up" setting by taking ownership and initiative.3. Passionate about working in development and demonstrated interest in helping communities improve development outcomes.4. Strong listening, verbal, and written communication skills; able to effectively synthesise information and calibrate communication to connect with diverse audiences5. Demonstrated strong values and professional integrity.6. Excellent decision-making & problem-solving skills.7. Computer skills like Word Processing, Spreadsheets and PowerPoint Presentation.8. Fluency in managing and using digital platforms	01 (one)	Shillong	Rs.78,000/- Plus allowances

1.2	Manager (Media & Communications)	<p>Essential Qualifications: Post Graduate in Mass Communication & Journalism or any related disciplines with exceptional and demonstrated skills in the media & communication sector.</p> <p>Required Experiences:</p> <ol style="list-style-type: none"> 1. 5+ years of relevant work experience in the media and communications sector, with published articles or write ups in one or more websites/journals. 2. A demonstrated skill in photography/ videography/ video editing/ graphic designing is preferable (but not mandatory) 3. Strong knowledge of communication practices and techniques. 4. Hands-on experience in content management. 5. Ability to deliver creative content (text, image and video). 6. Good knowledge of SEO, keyword research, social media tools and google analytics. 7. Passionate about working in development and demonstrated interest in helping communities improve development outcomes. <p>Skills & Attributes:</p> <ol style="list-style-type: none"> 1. Ability to make good powerpoint presentations and be well versed in MS Office. 2. Ability to speak and write in any local language (Khasi, Garo, Pnar) would be an added advantage, but not a necessary criteria. 3. Ability to get up to speed quickly on new content areas and build new relationships. 4. Strong listening, verbal, and written communication skills; able to effectively synthesise information and calibrate communication to connect with diverse audiences. 	01 (one)	Shillong	Rs.39,000/- Plus allowances
1.3	Procurement Specialist	<p>Essential Qualifications: Graduate in Engineering/ Management/ Relevant disciplines to the public procurement: Purchase/ Material Management/ Procurement & Supply Chain/ Inventory & Logistics/ Business and Financial Management. Preference will be given to candidates who have successfully completed the World Bank's free certificate courses in public procurement and contract management.</p> <p>Required Experiences:</p> <ol style="list-style-type: none"> 1. At least 05 years of experience in public procurement including contract management in public organisation/Semi-Public organisation for procurement of goods, works and services in projects financed by the government and/or international financial organisations (World Bank, ADB, IFAD, JICA etc); at least one year experience with World Bank and/or Multilateral Funding Agencies (ADB, IFAD) procurement frameworks comprised of policy, procedures, monitoring, and oversight. 2. Demonstrated knowledge and experience of procurement and contract management of at least one project of similar magnitude & complexity to MPOWER with multiple implementing agencies with decentralised implementation. Preference will be given to the experience in Meghalaya/Northeast 	01 (one)	Shillong	Rs.46,800/- Plus allowances

		<p>India/ similar context.</p> <ol style="list-style-type: none"> Demonstrated knowledge of preparation of procurement documents inter alia, EOI, RFP/RFB/RFQ documents, bid/proposal evaluation reports and negotiation process; Preference will be given to the candidate having experience similar to the procurement profile of the MPOWER project; Expertise in drafting and negotiating agreements with different kinds of procurement selection methods (Candidates are encourage to list a few complex high-value, high-risk procurement transactions), preferably in externally funded projects like IFAD, World bank, etc. Experience in using the Government e-procurement platform and Government e-Marketplace, contract monitoring system to measure the procurement key performance indicators Experience in document/e-office/file management and tracking, electronic mail management and filing, supporting procurement functions, management of office logistics, service contracts and fleet management would be desirable. <p>Skills & Attributes:</p> <ol style="list-style-type: none"> Candidates expect to be proficient in articulating the government procurement by following the World Bank procurement regulations or multilateral Bank's procurement framework besides familiarity with Meghalaya's procurement framework comprised of State Financial Rules / GoI's General Financial Rules (GFR 2017); Good written and verbal communication. Strong Analytical and Negotiation Skills Excellent Decision Making & Problem Solving Skills. Computer skills like Word Processing, Spreadsheets and PowerPoint Presentations Excellent management and leadership skills to motivate employees across the board. Financial skills particularly focusing on budget management and costs estimations. 			
1.4	Finance & Accounts Specialist	<p>Essential Qualifications: Chartered Accountant (Preferred)/M-COM/ MBA (Finance & Accounting)/ B.Com with solid understanding of financial statistics and accounting legislation and regulations.</p> <p>Required Experience:</p> <ol style="list-style-type: none"> For CA/Post graduate in Commerce/Finance & Accounting; a minimum 05 years of proven experience as finance manager or proven experience as finance manager or financial analyst in any financial sector or project in the government sector. For B.Com graduate, a minimum of 07 years experience as finance manager or financial analyst in any financial sector or project in the government sector. Extensive understanding of financial trends both within the project and general market financial patterns and understanding of government accounting procedures. Expert in generating financial reports and 	01 (one)	Shillong	Rs.46,800/- Plus allowances

		<p>interpreting financial information to managerial staff.</p> <ol style="list-style-type: none"> 5. Strong management skills in implementing and overseeing the financial management functions of the project 6. Expert in conducting reviews and evaluations for ensuring economy and efficiency in utilisation of project funds for the intended purposes. 7. Expert in preparation and management of the project's budget. 8. Experienced in liaising with auditors to ensure appropriate monitoring of the company's finances. 9. Strong interpersonal & coordination skills with the ability to correspond with various departments or units related to the project's financial plan and management. 10. Preference may be given to candidates having exposure to the World Bank's procurement, contract management and reimbursement claim procedures <p>Skills & Attributes:</p> <ol style="list-style-type: none"> 1. Good written and verbal communication skills. 2. Strong interpersonal skills and ability to establish working relations with various departments and units within and outside the organisation. 3. Demonstrated strong values and professional integrity. 4. Excellent decision making, problem solving, and negotiation skills. 5. Expert in usage of MS Word, Excel, PPT, etc and proficient user of finance or tally software. 6. Able to manage, guide and lead employees to ensure appropriate financial processes are being used. 7. Solid understanding of financial statistics and accounting legislation and regulations. 			
1.5	Manager (HR & Admin)	<p>Essential Qualifications: Master degree/ Post Graduate Diploma (min two years duration) in Human Resource (HR) Management/ HR Development/Administrative Management from any Govt. recognized University/Institutions. Bachelor's degree in any related field is also acceptable with exceptional & demonstrated skills and experience in HR & Administrative functions.</p> <p>Required Experiences:</p> <ol style="list-style-type: none"> 1. For Post-graduates, Minimum 05 years of relevant experience in supervisory level in general human resource management & administrative functions. For Bachelors, minimum of 07 years of experience in supervisory level in general human resource management & administrative functions. 2. Expert in manpower planning, recruitment, training, compensation & benefits, performance appraisal management, employee welfare and relations, etc. 3. Experience in document/e-office/file management and tracking, electronic mail management and filing, supporting procurement functions, management of office logistics, service contracts and fleet management would be desirable. 	01 (one)	Shillong	Rs.39,000/- Plus allowances

		<p>4. Sound knowledge in human resource functions and HR administration.</p> <p>Skills & Attributes:</p> <ol style="list-style-type: none"> 1. Good written and verbal communication skills. 2. Strong interpersonal skills and ability to establish working relations with various departments and units within and outside the organisation. 3. Demonstrated strong values and professional integrity. 4. Excellent decision making & problem making skills. 5. Expert in basic computers like Word Processing, Spreadsheets and PowerPoint Presentation. 6. Excellent management and leadership skills to motivate employees across the board. 7. Proven strong track record in developing, drafting, implementing and explaining employment policies and practices. 8. In-depth knowledge of labour law, regulations, and guidelines related to HR policy and contract negotiations. 			
1.6	Gender & Social Inclusion Specialist	<p>Essential Qualification: Post Graduate in Gender Studies, Sociology, Anthropology, Psychology, Social Sciences, Development Studies or any other related discipline, including courses on gender as a part of the degree program. Exceptional candidates with Bachelor's degrees in a relevant field may also be considered.</p> <p>Required Experience:</p> <ol style="list-style-type: none"> 1. Minimum 05 years of relevant work experience in the substantive areas such as gender issues, gender mainstreaming, social inclusion & community mobilisation, rural development, etc. with international development projects. (Those with Bachelor's degrees will need to demonstrate a minimum of 7 years of relevant experience). 2. Demonstrated experience working with international organisations and multilateral agencies such as World Bank, ADB, UN etc. would be given preference. 3. Experience in designing and implementing plans for analyses and bridging of gender gaps, including collection and analysis of primary and secondary data, and enhancing gender outcomes would be given preference. 4. Expertise in designing and facilitating different types of consultations, interviews, meetings, and workshops using a variety of participatory, adult-learning methodologies and approaches. 5. Expertise in conducting and facilitating training & capacity building for the project staff, rural communities and government officials, public institutions on gender-related issues. <p>Skills & Attributes:</p> <ol style="list-style-type: none"> 1. Good written and verbal communication. 2. Good technical knowledge of community 	01 (one)	Shillong	Rs.39,000/- Plus allowances

	<p>organisation and gender in development.</p> <p>3. Ability to work independently and under pressure.</p> <p>4. Strong interpersonal skills and ability to establish working relations with project communities and teams.</p> <p>5. Expertise in using computer and office software packages (MS Word, Excel, PPT, etc) and advanced knowledge of spreadsheet and database packages, experience in handling web-based management systems.</p> <p>6. Candidates from the project areas are preferred and women are strongly encouraged to apply.</p>			
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2. Essential Skills for the positions: Good written and verbal communication. Expert in basic computer knowledge like Word Processing, Spread Sheets and Power Point Presentation, etc are the common essential skills requirement. Other skills required are mentioned above against each position.

3. Age Limit: Upto 45 years

4. Place of Posting: Selected candidate shall be posted at the location mentioned above.

5. Remuneration:

5.1. The monthly emolument shall be as mentioned in the above column.

5.2. House Rent Allowance (HRA) & Mobile Allowance will be included additionally as may be admissible from time to time.

5.3. EPF contributions from both employee and employer.

6. Duration of Contract:

6.1. The duration of contract will be for a period of 01 (one) year. The contract may be renewed subject to the performance satisfaction of MBMA and continuance of the project you are engaged with.

6.2. A detailed document of terms and conditions of engagement would be provided to the selected candidates and a deed agreement would have to be signed by the selected candidate with the MBDA to that effect.

7. How to Apply:

7.1. For applying the above positions; candidates has to fill the '**Application Form**' from the following link;

Positions	Application Form	Job Descriptions (all JDs are in following folder)
Project Lead	https://tinyurl.com/ProjectLeadMPOWER	https://tinyurl.com/mpowerTORS
Gender & Social Inclusion Specialist	https://tinyurl.com/GenderspecialistMPOWER	
Finance & Accounts Specialist	https://tinyurl.com/mbmampower	
Procurement Specialist		
Manager (HR & Admin)		
Manager (Media & Communications)		

7.2. All applications should be submitted through online mode only. All applications should be submitted through online mode only. No other mode of applications will be entertained.

7.3. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.

7.4. Incomplete application shall not be entertained and is liable to be rejected.

7.5. Last date for receipt of applications is **25th July, 2023 (upto 05:00PM)** and applications received after the last date will not be considered.

7.6. Detailed information about the position and terms of references are made available in MBDA's website <https://www.mbda.gov.in> or in the folders linked above.

7.7. In respect of Candidates who are currently in services, shall submit the “No Objection Certificate” from the Employer when called for the personal interview.

8. Selection Process:

8.1. There will be written/technical test and personal interview for the positions. Written test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.

8.2. The Written Test/ Personal Interview will be held only in Shillong.

9. General Information:

- 9.1. The pre-requisite qualifications and experience are minimal and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. MBMA reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by any other condition that it may deem fit.
- 9.2. Candidates are advised to clearly indicate their contact number and e-mail address to facilitate faster communication. Information regarding the screening test/written/interview will be sent only to the shortlisted candidates via SMS/E-mail and no correspondence will be made with applicants who are not shortlisted. List of the shortlisted candidates will be displayed in the MBDA website, www.mbda.gov.in and office notice board.
- 9.3. MBMA reserves the right to conduct additional examination /skill test or call for any additional documentary evidence in support of educational qualification & experience of the applicant.
- 9.4. In case of non-availability of suitable candidates with prescribed qualifications and experience, MBMA reserves the right to relax the prescribed qualifications and experience for candidates found more suitable for lower position with relevant experience and expertise in the specified field.
- 9.5. The number of vacancies indicated in the advertisement and notification is tentative. MBMA reserves the right to increase/decrease the number of posts at the time of selection and make appointment(s) accordingly, if more vacancies do exist in between the advertisement and the selection process.
- 9.6. MBMA reserves the right to extend the closing date for receipt of applications. MBMA also reserves the right to fill or not to fill any or all the positions advertised or cancel recruitment procedure at any stage without assigning any reason thereof.
- 9.7. No TA/DA shall be paid for attending written test and interview.
- 9.8. Canvassing of any kind will render to disqualification.
- 9.9. Staff already working with MBMA/MBDA, who are otherwise eligible can also apply. Their applications must be routed through their reporting officer. However, for newly appointed staff, he/she should complete a minimum period of one year in their current position.

Sd/-

Shri Sampath Kumar, IAS
Principal Secretary to the Government of Meghalaya &
Chief Executive Officer, MBDA