

**State Early Childhood Development Mission Society (SECDMS)
Office of Social Welfare Department, Government of Meghalaya**

ADVERTISEMENT

No.MBDA(HR)/795/2022/1135 , Dated Shillong, 24th March, 2022

The State Early Childhood Development (ECD) Mission Society invites applications from the eligible candidates in prescribed format to fill up the following positions on a contractual basis for the recent launched of the Early Childhood Development (ECD) Mission to address Meghalaya's lagging human development outcomes. The ECD Mission is a cross-sectoral & cross-department initiative which aims to introduce a science-based approach to childhood development, strengthen the state's capacity to deliver services, and effectively engage citizens and communities in improving early childhood development. The overall implementation of the mission will be overseen by the office of Development Commissioner, Planning Department.

1. Name of the positions:

Sl. No.	Position	Essential Qualifications & Experience	Monthly Salary
1.1	COO (Chief Operating Officer)	<p>Qualification: Post Graduate Degree from an accredited college or university in the following disciplines;</p> <ol style="list-style-type: none"> 1. Health Care Management or Administration/Public Health 2. Early childhood education or development 3. Nutrition/Education 4. Public Administration/Management or other related disciplines <p>Required Experience:</p> <ol style="list-style-type: none"> 1. At least 10 years work experience in senior management role in healthcare, nutrition, or education 2. Minimum of 07 years work experience in working with government agencies 3. Demonstrated ability to lead implementation of large scale projects, managing teams and handling budgeting 4. Experienced in convening and facilitating groups of people to tackle complex problems as a team. 5. Ability to conduct targeted research, analyze information, summarize and present findings and make recommendations. 6. 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>Essential Skills:</p> <ol style="list-style-type: none"> 1. Effective leadership and interpersonal skills 2. 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 synthesize information and calibrate communication to connect with diverse audiences 5. 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 <p>Note: For Terms of Reference (TOR), please refer to the Notification</p>	Rs.70000/- to Rs, 90000/- consolidated based on experience

2. How to Apply:

- 2.1. **For applying online;** Link to the online application form: tinyurl.com/2p8s7rv9
- 2.2. **For Applying through hard copy;** link to the "Application Form" in PDF format: tinyurl.com/4nvefdwz
- 2.3. Filled Application Form can also be submitted as hard copies to the **O/o Meghalaya Basin Development Authority, C/o, Meghalaya State Housing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya – 793003** or filled application form along with essential documents can be scanned and submitted via-email to recruitmentecd2022@gmail.com clearly indicating name of the position in the subject line.
3. For detail information about the mission, vacant positions essential qualifications, experiences, skills, terms of reference, and online link for application are made available on MBDA's website <https://www.mbda.gov.in>
4. Last date for receipt of applications is 14th April, 2022 (**upto 05:00PM**) and applications received after the last date will not be considered.

Sd/-

**Shri. Sampath Kumar, IAS
Principal Secretary, Social Welfare Department
Government of Meghalaya**

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Office of Social Welfare Department, Government of Meghalaya**

ADVERTISEMENT

No.MBDA(HR)/795/2022/1136 , Dated Shillong, 24th March, 2022

The State Early Childhood Development (ECD) Mission Society invites applications from the eligible candidates in prescribed format to fill up the following positions on a contractual basis for the recent launched of the Early Childhood Development (ECD) Mission to address Meghalaya's lagging human development outcomes. The ECD Mission is a cross-sectoral & cross-department initiative which aims to introduce a science-based approach to childhood development, strengthen the state's capacity to deliver services, and effectively engage citizens and communities in improving early childhood development. The overall implementation of the mission will be overseen by the office of Development Commissioner, Planning Department.

1. Name of the positions:

Sl. No.	Position	Essential Qualifications & Experience	Monthly Salary
1.2	Programme Manager (Health)	<p>Qualification: Post Graduate Degree from an accredited college or university in the following disciplines;</p> <ol style="list-style-type: none"> 1. Health Care Management or Administration 2. Public Health 3. MBBS or other related disciplines <p>Required Experience:(ref. to the Notification for details)</p> <ol style="list-style-type: none"> 1. Minimum of 05 years work experience in any health care related project management with excellent skills in project or program management. 2. Experience in program design, implementation, and budgets 3. Demonstrated ability to understand and use financial reports to monitor and manage program budgets. 4. Experience in working with Government agencies and multilateral/bilateral projects. 5. Experience in a supervisory capacity in implementation of development project management/Business Management/Project Management. 6. Experience in Public Health Care Management would be given preferable. 	Rs.40000/- to Rs.55000/- consolidated based on experience
1.3	Programme Manager (Nutrition)	<p>Qualification: Post Graduate Degree or Diploma from an accredited college or university in the following disciplines;</p> <ol style="list-style-type: none"> 1. Nutrition & Dietetics 2. Public Health Management in Nutrition & Dietetics 3. Human Nutrition & Applied Dietetics 4. Food & Nutrition Sciences, Clinical Nutrition, Home Science/MSW with health related work experience. <p>Required Experience: (ref. to the Notification for details)</p> <ol style="list-style-type: none"> 1. Minimum of 05 years work experience in hospital/health care/development project as Nutrition Counselor or Nutritionist or Nutrition Educator. 2. Experience in program design, implementation, and budgets 3. Demonstrated ability to understand and use financial reports to monitor and manage program budgets. 4. Experience in working with Government agencies and multilateral/bilateral projects. 5. Experience in a supervisory capacity in implementation of development project management/Business Management/Project Management. 6. Experience working with diverse group of people in any field related to health & nutrition functionalities. 	Rs.40000/- to Rs.55000/- consolidated based on experience
1.4	Programme Manager (Early Education & Learning)	<p>Qualification: Post Graduate Degree from an accredited college or university in the following disciplines;</p> <ol style="list-style-type: none"> 1. Early Childhood Education or Development. 2. Human Development and Childhood Studies. 3. M.Ed in Special Education Or other related disciplines <p>Required Experience: (ref. to the Notification for details)</p> <ol style="list-style-type: none"> 1. Minimum of 05 years work experience in education & early childhood development program design and implementation. Preferably in education sector. 2. Experience in program design, implementation, and budgets 3. Demonstrated ability to understand and use financial reports to monitor and manage program budgets. 4. Experience in working with Government agencies and multilateral/bilateral projects. 5. Experience in a supervisory capacity in implementation of development project management/Business Management/Project Management. 6. Experience in Public Health Care Management would be given preferable. 	Rs.40000/- to Rs.55000/- consolidated based on experience
1.5	Programme Manager (Community Mobilisation)	<p>Qualification: Post Graduate Degree or Diploma from an accredited college or university in the following disciplines;</p> <ol style="list-style-type: none"> 1. Social Work 2. Development Studies or other related disciplines <p>Required Experience: (ref. to the Notification for details)</p> <ol style="list-style-type: none"> 1. Minimum of 05 years work experience in hospital/health care/development project as Nutrition Counselor or Nutritionist or Nutrition Educator. 2. Experience in program design, implementation, and budgets 3. Demonstrated ability to understand and use financial reports to monitor and manage program budgets. 4. Experience in working with Government agencies and multilateral/bilateral projects. 5. Experience in a supervisory capacity in implementation of development project management/Business Management/Project Management. 6. Experience working with diverse group of people in any field related to health & nutrition functionalities. 	Rs.40000/- to Rs.55000/- consolidated based on experience

2. How to Apply:

- 2.1. **For applying online;** Link to the online application form: <https://tinyurl.com/496be7c4>
- 2.2. **For Applying through hard copy;** link to the "Application Form" in PDF format: <https://tinyurl.com/vc6jzptt>
- 2.3. Filled Application Form can also be submitted as hard copies to the **O/o Meghalaya Basin Development Authority, C/o, Meghalaya State Housing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya – 793003** 'o'r filled application form along with essential documents can be scanned and submitted via-email to recruitmentcd2022@gmail.com clearly indicating name of the position in the subject line.
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No.MBDA(HR)/795/2022/1137, Dated Shillong, 24th March, 2022

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1. Name of the positions:

Sl. No.	Position	Essential Qualifications & Experience	Monthly Salary
1.6	Manager (Finance & Accounts)	<p>Qualification: Graduate or Post graduate in Commerce, Accountancy, and Financial Management with solid understanding of financial statistics and accounting legislation and regulations.</p> <p>Required Experience:</p> <ol style="list-style-type: none"> 1. Minimum 05 years of proven experience as finance manager or financial analyst in any financial sector or company. 2. Extensive understanding of financial trends both within the company and general market financial patterns. 3. Expert generating financial reports and interpreting financial information to managerial staff. 4. Strong management skills in maintaining the financial health of the organization. 5. Expert in conducting reviews and evaluations for cost-reduction opportunities. 6. Experienced in overseeing the operations of the finance department, set goals and objectives, and design a framework. 7. Expert in managing & preparation of the company'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 company's financial plan and management. 	Rs.40000/- to Rs.55000/- consolidated based on experience
1.7	Manager (Administration & Procurement)	<p>Qualification: Graduate or Post Graduate in Purchase/ Material Management/ Procurement & Supply Chain/ Inventory & Logistics/ Commerce/ Business and Financial Management.</p> <p>Required Experience:</p> <ol style="list-style-type: none"> 1. Minimum 05 years and more experience in purchase or procurement management and administration functions. At least 3 years must be in a supervisory position in public, private or development sector. 2. 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. 	Rs.40000/- to Rs.55000/- consolidated based on experience
1.8	Manager (Human Resources)	<p>Qualification: MBA in Human Resources Management or Post Graduate in Human Resource/Personnel Management or Post Graduate Diploma in Personnel Management & Industrial Relations or Post Graduate Diploma in Human Resource Management (PGD-HRM).</p> <p>Required Experience:</p> <ol style="list-style-type: none"> 1. Minimum 05 years experience in supervisory level in human resources functions. 2. Expertise in handling the human resource functions like recruitment, training, payroll & benefits, performance appraisal management, employee welfare and relations, etc. 3. Sound knowledge in human resource functions and HR administration. <p>Essential Skills:</p> <ol style="list-style-type: none"> 1. Excellent management and leadership skills to motivate employees across the board. 2. Proven strong track record in developing, drafting, implementing and explaining employment policies and practices. 3. In-depth knowledge of labour law, regulations, and guidelines related to HR policy and contract negotiations. 	Rs.40000/- consolidated
1.9	Civil Engineer	<p>Qualification: Bachelor Degree in Civil Engineering offered by a University recognised by the UGC or an associate membership/similar qualification obtained from a recognized professional institution in the field of civil engineering.</p> <p>Required Experience: Minimum 05 years of post qualification experience at supervision of construction work and structural design. Preference will be given to those having experience in the relevant field of civil works in the Rural Development sector.</p> <p>Essential Skills:</p> <ol style="list-style-type: none"> 1. Experience in contract management, preparation of estimates, civil works bills and measurement books. 2. Good Command of computer programs and applications. 3. Demonstrated strong values and professional integrity 	Rs.40000 to Rs.50000 consolidated based on experience

2. How to Apply:

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