

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

NOTIFICATION

No.MBDA(HR)/795/2022/1138 , 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	No. Of Vacancy	Place of Posting
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 2. Public Health 3. Early childhood education or development 4. Nutrition 5. Education 6. Public Administration 7. Management 8. 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 	Rs.70000/- to Rs. 90000/- consolidate based on experience	01	Shillong with frequent travelling to the districts & blocks
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:</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. Ability to conduct targeted research, analyze information, summarize findings and make recommendations. 	Rs.40000/- to Rs.55000/- consolidated based on experience	01	Shillong with frequent travelling to the districts & blocks

		<ol style="list-style-type: none"> 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. 6. Experience in working with Government agencies and multilateral/bilateral projects. 7. Experience in a supervisory capacity in implementation of development project management/Business Management/Project Management. 8. Experience in Public Health Care Management would be given preferable. <p>Essential Skills:</p> <ol style="list-style-type: none"> 1. Good verbal and communication skills 2. Demonstrated strong values and professional integrity. 3. Excellent decision-making & problem-solving skills. 4. Computer skills like Word Processing, Spreadsheets and PowerPoint Presentation. 5. Effective leadership and interpersonal skills 			
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:</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. Ability to conduct targeted research, analyze information, summarize 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. 6. Experience in working with Government agencies and multilateral/bilateral projects. 7. Experience in a supervisory capacity in implementation of development project management/Business Management/Project Management. 8. Experience working with diverse group of people in any field related to health & nutrition functionalities. <p>Essential Skills:</p> <ol style="list-style-type: none"> 1. Good verbal and communication skills 2. Demonstrated strong values and professional integrity. 3. Excellent decision-making & problem-solving skills. 4. Computer skills like Word Processing, Spreadsheets and PowerPoint Presentation. 5. Effective leadership and interpersonal skills 	Rs.40000/- to Rs.55000/- consolidated based on experience	01	Shillong with frequent travelling to the districts & blocks
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 4. Or other related disciplines <p>Required Experience:</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. Ability to conduct targeted research, analyze information, summarize 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. 6. Experience in working with Government agencies and multilateral/bilateral projects. 7. Experience in a supervisory capacity in implementation of development project management/Business Management/Project Management. 	Rs.40000/- to Rs.55000/- consolidated based on experience	01	Shillong with frequent travelling to the districts & blocks

		<p>8. Experience in Public Health Care Management would be given preferable.</p> <p>Essential Skills:</p> <ol style="list-style-type: none"> 1. Good verbal and communication skills 2. Demonstrated strong values and professional integrity. 3. Excellent decision-making & problem-solving skills. 4. Computer skills like Word Processing, Spreadsheets and PowerPoint Presentation. 5. Effective leadership and interpersonal skills 			
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:</p> <ol style="list-style-type: none"> 1. Minimum of 7 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. Ability to conduct targeted research, analyze information, summarize 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. 6. Experience in working with Government agencies and multilateral/bilateral projects. 7. Experience in a supervisory capacity in implementation of development project management/Business Management/Project Management. 8. Experience working with diverse group of people in any field related to health & nutrition functionalities. <p>Essential Skills:</p> <ol style="list-style-type: none"> 1. Good verbal and communication skills 2. Demonstrated strong values and professional integrity. 3. Excellent decision-making & problem-solving skills. 4. Computer skills like Word Processing, Spreadsheets and PowerPoint Presentation. <p>Effective leadership and interpersonal skills</p>	Rs.40000/- to Rs.55000/- consolidated based on experience	01	Shillong with frequent travelling to the districts & blocks
1.6	Manager (Finance & Accounts)	<p>Qualification: Graduate or Post graduate in Commerce, Accountancy, and Financial Management.</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. <p>Essential Skills:</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 organization. 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's. 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 	Rs.40000/- to Rs.55000/- consolidated based on experience	01	Shillong

		regulations.			
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. <p>Essential Skills:</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 organization. 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 	Rs.40000/- to Rs.55000/- consolidated based on experience	01	Shillong
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. Good written and verbal communication skills. 2. Demonstrated strong values and professional integrity. 3. Excellent decision making & problem making skills. 4. Expert in basic computers like Word Processing, Spreadsheets and PowerPoint Presentation. 5. Excellent management and leadership skills to motivate employees across the board. 6. Proven strong track record in developing, drafting, implementing and explaining employment policies and practices. 7. In-depth knowledge of labour law, regulations, and guidelines related to HR policy and contract negotiations. 	Rs.40000/- consolidated	01	Shillong
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 <p>Others:</p> <p>The candidate applying for the post will have to work in close coordination with the COO of the mission and the line departments engaged in the mission: Meghalaya State Rural Livelihoods Society (MSRLS), Social Welfare Department, Education Department, and Department of Health & Family Welfare.</p> <p>The focus area will be activities related to upgradation and construction of AWCs as early learning centres under the mission and aid in civil works of the Department of Social Welfare.</p> <p>The post may involve extensive traveling and candidates willing to undertake such travels should apply.</p>	Rs.40000/- to Rs.50000/- consolidated based on experience	01	Shillong with frequent travelling to the districts & blocks

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 mentioned in the above column is consolidated amount. No other allowances will be paid.
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 and continuance of the project/mission 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 **State ECD Mission Society** to that effect.
7. **How to Apply:** To apply for the above position, you can either fill in the following online form (link below) or through hard copy:
 - 7.1 **For Applying Online;** link to online application form mentioned against each positions:
 - 7.1.1 **COO (Chief Operating Officer) position:** tinyurl.com/2p8s7rv9
 - 7.1.2 **Programme Manager (Health,/ Nutrition/ Education/ Community Mobilisation) positions:** <https://tinyurl.com/496be7c4>
 - 7.1.3 **Manager (HR/F&A/Admin & Procurement) positions:** tinyurl.com/2p8s7rv9
 - 7.1.4 **Civil Engineer position:** tinyurl.com/2p8s7rv9
 - 7.2 **For Applying through hard copy;** link to the “Application Form” in PDF format:
 - 7.2.1 **COO, Manager (HR/F&A/Admin & Procurement):** tinyurl.com/4nvefdwz
 - 7.2.2 **Programme Manager positions:** <https://tinyurl.com/yc6jzptt>
 - 7.2.3 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.
 - 7.2.4 Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
 - 7.3 The above links are also made available on MBDA website, www.mbda.gov.in
 - 7.4 Incomplete application shall not be entertained and is liable to be rejected.
 - 7.5 In respect of Candidates who are currently in services, shall submit the “No Objection Certificate” from the Employer when called for the personal interview.
 - 7.6 Last date for submission of applications is **14th April, 2022 (upto 5.00 p.m.)**. Application received after the last date will be not be entertained and **State ECD Mission Society** will not be responsible for any kind of postal loss or transit delay.
8. **Selection Process:**
 - 8.1 There will be written test/technical test and personal interview for the positions of 1.2 to 1.9. 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.
 - 9.2 **State ECD Mission Society** 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.
 - 9.3 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 on the MBDA website www.mbda.gov.in and State ECD Mission Society office notice board.
 - 9.4 **State ECD Mission Society** 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.

- 9.5 In case of non-availability of suitable candidates with prescribed qualifications and experience, **State ECD Mission Society** 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.
- 9.6 Waiting list option for applicants for a period of 06 (six) months who may be called for an interview for a similar position in the future. In case of the non-availability of suitable candidates for the positions, a fresh advertisement will be issued for all such positions.
- 9.7 The number of vacancies indicated in the advertisement and notification is tentative. **State ECD Mission Society** 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.
- 9.8 **State ECD Mission Society** reserves the right to extend the closing date for receipt of applications. **State ECD Mission Society** 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.
- 9.9 No TA/DA shall be paid for attending written test and interview.
- 9.10 Canvassing of any kind will render to disqualification.

Sd/-

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

ABOUT THE ECD MISSION:

The Government of Meghalaya has launched the Early Childhood Development (ECD) Mission to address Meghalaya's lagging human development outcomes. A large body of research indicates that attainment of full, long-term human potential is heavily determined during early childhood, and that investment in early childhood development can yield profound lifelong benefits in health, social, and economic welfare for individuals, their children, and society as a whole. 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.

TERMS OF REFERENCES (TOR):

Position: Chief operating Officer (COO)

Role:

The ECD Mission is hiring a Chief Operating Officer (COO) to lead the ECD Mission, working closely with state leadership of the Meghalaya Human Development Council, and the core line departments engaged in the mission: Meghalaya State Rural Livelihoods Society (MSRLS), Social Welfare Department, Education Department, and Department of Health & Family Welfare. The COO will work closely with state & department leadership to design and adapt the Mission strategy, develop implementation plans, facilitate implementation on the ground, identify and document implementation challenges, and lead the adaptation of implementation plans to address challenges and opportunities that arise. The COO will manage a team of Programme Officers who will work closely with each nodal department. They will also work closely with internal and external partners to design ECD content and oversee design of training & coaching programmes for the Mission.

This position is an exciting opportunity for mid-career professionals who are looking to get hands-on experience in public policy design and implementation. The COO will report to the Development Commissioner of Meghalaya. The following is the projected scope of responsibilities for this role:

Strategic Planning (~20% of time)

- Work with state & department leadership to map project stakeholders, including local stakeholders and non-government stakeholders, and ensure their inputs in planning for objectives, strategy and implementation. Ensure that all stakeholders are kept up to date on project activities on a regular basis.

Project Management (~70% of time)

- Work with state & department leadership to outline different work streams of the project and develop internal milestones.
- Facilitate meetings and manage coordination of the respective department(s), at state, district, block and front-line levels to make sure all work streams are on track with project requirements and deadlines.
- Manage the assessment of implementation quality, working closely with internal and external evaluators.
- Regularly review and analyze implementation progress and any challenges that arise.
- Facilitate meetings to review project progress to address implementation hurdles, identify successful implementation innovations for scale-up, and engage in quick course correction.
- Develop and maintain project tracker, documents, project folders and project logs.
- Supervise documentation of ECD activities.
- Ensure smooth coordination among various inter departmental teams for creating positive synergy.
- Ensure coordination between operations/finance/accounts/HR/capacity building and similar such thematic areas.

Training & Coaching (~10% of time)

- Supervise the work of programme officers and external and internal experts in developing curriculums, IEC materials, training content, and all other content for the ECD programmes.
- Supervise state level trainings.

Programme Manager's (Health, Education, Nutrition, Community Mobilisation)

Role:

The ECD Mission is hiring three Programme Officers to lead project management and facilitate implementation of the ECD Mission, under leadership of the COO, and working closely with the core line departments engaged in the mission: Meghalaya State Rural Livelihoods Society (MSRLS), Social Welfare Department, Education Department, and Department of Health & Family Welfare. The Programme Officers will work closely with department leadership to develop implementation plans, facilitate implementation on the ground, identify and document implementation challenges, and guide the adaptation of implementation plans to address challenges and opportunities that arise. They will also work closely with internal and external partners to design ECD content and training programmes and lead training and coaching for the Mission.

This position is an exciting opportunity for early to mid-career professionals who are looking to get hands-on experience in public policy design and implementation. The Program Officers will report to the Chief Operating Officer of the ECD Mission. The following is the projected scope of responsibilities for this role:

Project Management (~70% of time)

- Work with state & department leadership, and COO to outline different work streams of the project and develop internal milestones.
- Facilitate meetings and manage coordination of the respective department(s), at state, district, block and front-line levels to make sure all work streams are on track with project requirements and deadlines.
- Manage the assessment of implementation quality, working closely with internal and external evaluators.
- Regularly review and analyze implementation progress and any challenges that arise.
- Facilitate meetings to review project progress to address implementation hurdles, identify successful implementation innovations for scale-up, and engage in quick course correction.
- Develop and maintain project tracker, documents, project folders and project logs.
- Supervise documentation of ECD activities.

Training & Coaching (~30% of time)

- Liaise with external and internal experts, as well as department staff, to develop curriculums, IEC materials, training content, and all other content for the ECD programmes.
- Develop training plans and organize workshops and trainings. Lead the supervision of trainings at block levels.
- Regularly assess training quality and fidelity of practice to the training content.

Civil Engineer

1. The candidate applying for the post will have to work in close coordination with the COO of the mission and the line departments engaged in the mission: Meghalaya State Rural Livelihoods Society (MSRLS), Social Welfare Department, Education Department, and Department of Health & Family Welfare.
2. The focus area will be activities related to upgradation and construction of AWCs as early learning centres under the mission and aid in civil works of the Department of Social Welfare.
3. The post may involve extensive travelling and candidates willing to undertake such travels should apply.