

**Office of the Project Director
Community-based Forest Management and
Livelihood Improvement in Meghalaya**

Shalom Building, 2nd Floor,
Lower Lachumere, Shillong—793001

✉ meglife.mbda@gmail.com



Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency



www.mbda.gov.in

ADVERTISEMENT

MBMA (HR-JICA)/98/2019/98

Dated Shillong the, 9th March 2023

The Meghalaya Basin Development Authority (MBDA) invites online applications from eligible candidate in prescribed format to fill up the following positions on contractual basis. The application form, advertisement and notification are available on the MBDA's website <https://www.mbda.gov.in>

1. Positions:

| Sl. No. | Name of the Position | Pre-requisite Qualification | Experience & Skills Required | No. of positions | Monthly Emolument |
|---------|--|---|--|------------------|---|
| 1.1 | Technical Specialist - Geographic Information System & Remote Sensing | - Master Degree in Remote Sensing and GISGeo-informatics, Earth Science, Cartography and other related field | <ul style="list-style-type: none"> - Minimum 5 years of experience in management and mapping of GIS and Remote Sensing. - Experienced in different types of Geospatial Data and standards with strong knowledge of ESRI suite of products and AutoCAD Map. - Experience of Land Cover/land use mapping and web-based map viewers and mapping tools - Having experience in GIS & RS and Drone or UAV operation with proficient in GIS based mapping will be preferred - Knowledge of Defines image understanding software will be asset for this position. - Demonstrated history of providing training, coaching and mentoring to local counterpart staff is a plus. Skills: <ul style="list-style-type: none"> - Good written and verbal communication skills. - Thorough knowledge in GIS Data conversions. - Good technical expertise in computing and GIS softwareoperation. - Strong knowledge in GIS databases and GIS software. - Computer literacy with general MS package, spread sheet, and data analysis. Requirement: The work will entail frequent travelling to the project cluster/village. | 1 | Rs.55,000/- |
| 1.2 | Senior Manager/ Manager - Water Resources | Graduate or Post Graduate or equivalent in Water Resources, Geology, Hydrology, and other related fields having in-depth knowledge and experience in Water Resources management and planning. | For Senior Manager - Minimum 7 years of relevant professional experience in water resources, agriculture water management, and natural resource management projects. Expert in implementation of programs and policies for improving water resources (Basin Water), water management for agriculture (Rural Water) and sustainable development. For Manager - Minimum 5 years of relevant professional experience in water resources, agriculture water management, and natural resource management projects. Expert in implementation of programs and policies for improving water resources (Basin Water), water management for agriculture (Rural Water) and sustainable development. Skills: <ul style="list-style-type: none"> - Good written and verbal communication skills. - Computer literacy with general MS package, spreadsheet, and data analysis, etc. Requirement: The work will entail frequent travelling to the project cluster/village. | 1 | Rs. 46,800/- (For Senior Manager) /Rs. 39,000/- (For Manager) |

Current Office Address: Meghalaya Basin Development Authority/Meghalaya Basin Management Agency
C/o Meghalaya State Housing Financing Co-operative Society Ltd. Campus, Nongrim Hills, Shillong-793003

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| 1.3 | Senior Manager/ Manager – Finance & Accounts | - Intermediate in CA/ IWCA/ MBA in Finance Bachelor's or Master's degree in Commerce/ Business and Financial Management. | <p>For Senior Manager - i) For Intermediate in CA/ IWCA - Minimum 05 years of experience ii) For MBA in Finance Bachelor's or Master's degree in Commerce/ Business and Financial Management - Minimum 07 Years of experience in Finance, Accounts & Taxation related functions and also at a Senior Level handling Project and Company Accounting.</p> <p>For Manager – i) For Intermediate in CA/ IWCA- Minimum 03 years of experience ii) For MBA in Finance Bachelor's or Master's degree in Commerce/ Business and Financial Management-Minimum 05 Years of experience in Finance, Accounts & Taxation related functions and also at a Senior Level handling Project and Company Accounting.</p> <ul style="list-style-type: none"> - Candidate should have varied and comprehensive experience in project & government accounting, funds management, accounting or financial management, financial report, audit preparation and financial strategy. - Experienced of externally aided projects/ projects in rural development sector. - Demonstrated success in managing multiple projects and maintaining strong relationships with project clients and co-workers. <p>Essential Skills:</p> <ul style="list-style-type: none"> - Good written and verbal communication. - Strong Analytical and Negotiation Skills - Excellent Decision Making & Problem Solving Skills. - Computer skills like Word Processing, Spread Sheets and Power Point Presentation - Excellent management and leadership skills to motivate employees across the board - Financial skills particularly focusing on budget management and costs estimations | 1 | Rs. 46,800/- (For Senior Manager)/ Rs. 39,000/- (For Manager) |
| 1.4 | Manager- Monitoring & Evaluation | Graduate or Post-Graduate in statistics, demographics, public policy, development studies and engineering. Preferably with advanced certificate in M&E & statistics | <ul style="list-style-type: none"> - Minimum 5 years of experience in monitoring, evaluation, and planning position responsible for implementing M&E activities of international/national development projects. - Well versed in developing and designing monitoring & evaluation system to capture, record, and interpret information to measure work performance and progress. <p>Skills:</p> <ul style="list-style-type: none"> - Good written and verbal communication skills. - Good level of proficiency in Microsoft Excel, SPSS tool or similar tool to carry out quantitative and qualitative analysis - Ability to design M&E tools, surveys, surveillance systems, and evaluations. <p>Requirement:</p> <ul style="list-style-type: none"> - The work will entail frequent travelling to the project cluster/village. | 1 | Rs. 39,000/- |
| 1.5 | Programme Associate - GIS & IT Developer | Bachelor's degree in Computer Science or Electronics and Communications Engineering or equivalent | <ul style="list-style-type: none"> - Minimum of 1- 2 years' experience in IT & GIS - Should be an expert in at least two GIS tools/platforms like ESRI/Mapbox or other - Should be an expert in HTML/CSS and Javascript - Should be an expert in at least one frontend framework like REACT/Vue or any other similar javascript framework - Should have experience in building frontend map interfaces using libraries like leaflet, cesium or open layers - Should have used git or any other code version control system. - Basic knowledge in one of the cloud services and knowledge of others (AWS, GCP and Azure) <p>Essential Skills:</p> <ul style="list-style-type: none"> - Good written and verbal communication - Good technical expertise in Open Source software - Experience working with multiple stakeholders - Experience working with vendors to take care of the implementation of the projects from end to end. | 1 | Rs. 26,000/- |

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| 1.6 | Programme Associate – Livelihood & Market Linkage | Graduate or Post Graduate in Business&Financial Management, Commerce&Economics | - Atleast 1 Year experience in livelihood promotion activities having fair knowledge of Micro Finance & Financial Services. | 25 | Rs. 22,100/- |
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2. For applying the above mention positions, Candidates has to fill the 'Application Form' from the following link:
<https://forms.gle/bJXcN2Utpv9FdJ7e6>
3. All applications should be submitted through online mode only. No other mode of applications will be entertained.
4. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
5. Last date for receipt of applications is **20th March 2023 (upto 5.00 p.m.)** and no application received after the last date will be considered.

**Additional Project Director, MegLIFE
Meghalaya Basin Development Authority**

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NOTIFICATION

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1. Essential Skills:

- 1.1 Good communication skills, written and verbal as well as familiarity with Word Processing, Spread Sheets and Power Presentation are essential for all position.

2. Age Limit:

- 2.1 For all the positions the age limit is 30 to 45 years.

3. Place of Posting:

- 3.1 Selected candidates shall be posted at the location mentioned above and shall be stationed within the project cluster/village.

4. Remuneration:

- 4.1 The monthly emolument shall be as mentioned above.
 4.2 House Rent Allowance (HRA) & Mobile Allowance will be included additionally as may be admissible from time to time.
 4.3 EPF contributions from both employee and employer.

5. Period of Contract:

- 5.1 Selected candidates shall be given a one (1) year contract. The contract may be renewed subject to the satisfaction of MBDA and continuance of the project.
 5.2 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 candidates with the MBDA to that effect.

6. How to Apply:

- 6.1. For applying the above positions; candidates has to fill the 'Application Form' from the following link:
<https://forms.gle/bJXcN2Utpv9FdJ7e6>
- 6.2. All applications should be submitted through online mode only. No other mode of applications will be entertained.
- 6.3. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
- 6.4. The above links are also made available on MBDA website, www.mbda.gov.in
- 6.5. Incomplete application shall not be entertained and is liable to be rejected.
- 6.6. Last date for receipt of applications is **20th March 2023 (upto 05:00PM)** and applications received after the last date will not be considered.
- 6.7. In respect of Candidates who are currently in services, shall submit the "No Objection Certificate" from the Employer when called for the personal interview.
- 7. Selection Process:**
- 7.1 There will be written test/ technical test and personal interview for all positions. Written test/Technical Test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, and English.
- 7.2 The Written Test/ Personal Interview may be held either in Shillong/Tura only.
- 8. General Information:**
- 8.1 The pre-requisite qualifications and experience are minimum 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.
- 8.2 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
- 8.3 MBDA 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.
- 8.4 In case of non-availability of suitable candidates with prescribed qualifications and experience, MBDA 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.
- 8.5 The number of vacancies indicated in the advertisement and notification is tentative. MBDA 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.
- 8.6 MBMA reserves the right to extend the closing date for receipt of applications. MBDA 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.
- 8.7 No TA/DA shall be paid for attending written test and interview.
- 8.8 Canvassing of any kind will render to disqualification.
- 8.9 Staff already working with MBDA/MBMA, 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.

**Additional Project Director, MegLIFE
Meghalaya Basin Development Authority**