

# State Capability Enhancement Project (SCEP)

Office of Development Commissioner, Planning Department  
Government of Meghalaya

## ADVERTISEMENT FOR DEVELOPMENT ASSOCIATE

Advt.No.MBDA(HR)/794/2022/431, Dt.10<sup>th</sup> October 2022

The Meghalaya Basin Development Authority is hiring **Development Associates** on behalf of the Office of Development Commissioner for the State Capability Enhancement Project (SCEP), who will work closely with an SCEP Development Consultant to facilitate project implementation, conduct documentation for project learning and adaptation, and produce reports and documentation for external audiences.

Position	Essential Qualifications & Experiences	Place of Posting	Pay
Development Associate	<b>Essential Qualifications:</b> Bachelor's degree in a relevant field such as public administration, public health, environmental policy, education, development studies, gender and management from a reputed institution. <b>Experiences, Skills &amp; Attributes:</b> 1. 2+ years of relevant work experience 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	Shillong	Rs.50000/ per month fixed

- For applying the above positions; candidates has to fill the ‘**Application Form**’ from the following link; <https://tinyurl.com/DevSCEP>
- All applications should be submitted through online mode only. No other mode of applications will be entertained.
- Detail information about the SCEP project, position and job description (JD) are also made available in MBDA's website <https://www.mbda.gov.in> or in the following given link: <https://drive.google.com/file/d/1HVKqfrzsLD680JhuDIHJ3Svu1X0DT0hW/view?usp=sharing>
- Last date for receipt of applications is **31<sup>st</sup> October, 2022 (upto 05:00PM)** and application received after the last date will not be considered.

Sd/-

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

# State Capability Enhancement Project (SCEP)

Office of Development Commissioner, Planning Department  
Government of Meghalaya

## NOTIFICATION

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- 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.
- Age Limit:** Upto 45 years
- Place of Posting:** Selected candidate shall be posted at the location mentioned above.
- Remuneration:**
  - The monthly emolument shall be as mentioned in the above column.
  - House Rent Allowance (HRA) & Mobile Allowance will be included additionally as may be admissible from time to time.
  - EPF contributions from both employee and employer.
- Duration of Contract:**
  - The duration of contract will be for a period of 01 (one) year. The contract may be renewed subject to the performance satisfaction of the organization and continuance of the project you are engaged with.
  - 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 SCEP to that effect.
- How to Apply:**
  - For applying the above positions; candidates has to fill the '**Application Form**' from the following link; <https://tinyurl.com/DevSCEP>
  - 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.

- c. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
- d. Detail information about the SCEP project, position and job description (JD) are also made available in MBDA's website <https://www.mbda.gov.in> or in the following given link: <https://drive.google.com/file/d/1HVKqfrzsLD680JhuDIHJ3Svu1X0DT0hW/view?usp=sharing>
- e. Incomplete application shall not be entertained and is liable to be rejected.
- f. Last date for receipt of applications is **31<sup>st</sup> October, 2022 (upto 05:00PM)** and applications received after the last date will not be considered.
- g. 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:**

- a. 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.
- b. The Written Test/ Personal Interview will be held only in Shillong.

**8. General Information:**

- a. 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. SCEP 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.
- b. 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.
- c. SCEP 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.
- d. In case of non-availability of suitable candidates with prescribed qualifications and experience, SCEP 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.
- e. The number of vacancies indicated in the advertisement and notification is tentative. SCEP 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.
- f. SCEP reserves the right to extend the closing date for receipt of applications. SCEP 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.
- g. No TA/DA shall be paid for attending written test and interview.
- h. Canvassing of any kind will render to disqualification.

*Sd/-*

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

# Terms of Reference:

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## Development Associate | State Capability Enhancement Project (SCEP), Office of Development Commissioner

### Government of Meghalaya

#### About the Project

*The State Capability Enhancement Project or SCEP* is an initiative by the state leadership in Meghalaya to employ an adaptive approach for addressing complex problems. The approach of SCEP is inspired by

*Problem-Driven Iterative Adaptation (PDIA)* and Ronald Heifetz' *Adaptive Leadership*, two methodologies developed at Harvard Kennedy School of Government. A key guiding principle of SCEP is facilitating collaborative and local problem-solving, and, in the process, building systems that are more responsive to development needs and can support a long-term, sustained transformation of the state. The project entails implementing and evaluating adaptive approach-inspired projects in multiple fields of importance to public welfare. Currently, there are four active projects under SCEP:

- 1. Green Meghalaya Movement:** State Rural Employment Society (SRES), under the Community and Rural Development Department (C&RD), is building state capability to facilitate and support community action to improve management of local natural resources.
- 2. Maternal & Child Health:** The Department of Health & Family Welfare is leading systemic reforms such as strengthening health facilities, improving block-level coordination of healthcare, and building community institutions to improve key health outcomes of the state.
- 3. Early Childhood Development Mission:** Government of Meghalaya is building systems to improve the health and cognitive abilities of children through ensuring adequate nutrition and childcare in the critical period of early childhood.
- 4. Women's Leadership:** Government of Meghalaya is implementing several measures to strengthen women's agency and participation in decision-making, such as developing a network of SHGs, reserving leadership positions for women in local institutions, and coaching & mentoring for leadership development.

#### About the Position

The Office of Development Commissioner is hiring Development Associates who will work closely with an SCEP Development Consultant to facilitate project implementation, conduct documentation for project learning and adaptation, and produce reports and documentation for external audiences. This is an exciting opportunity for young professionals and recent graduates who are looking to get hands-on experience in public policy design and project management. The Development Associate will be based in Shillong with some travel to government offices and villages across Meghalaya. Following is the projected scope of responsibilities for this role:

##### *Project Management (~50% of time)*

- Outline different work streams of the project and develop internal milestones
- Coordinate with the team members to make sure that all the work streams are on track with

project requirements and deadlines

- Develop and maintain project tracker, documents, project folders and project logs
- Help organize workshops and trainings
- Facilitate meetings of government officials, and between government officials and non-government organizations and citizens.

#### ***Documentation & Strategic Planning (~30% of time)***

- Conduct primary and secondary qualitative and quantitative research, eg. interviews with stakeholders, to compile project documentation on successes, challenges and areas for improvement.
- Synthesize project learnings in internal reports for review and analysis.
- Participate in the review and analysis of quantitative & qualitative data on key indicators and outcome metrics.
- Participate in conversations aimed at outlining the strategic direction of the project, based on learnings from the field.

#### ***External Communications (~20% of time)***

- Maintain a communication channel with all stakeholders to collect and disseminate information on the project.
- Develop key external communication materials such as policy briefs, case-studies, articles and presentations.
- Plan outreach events such as workshops and conferences with researchers and practitioners for stakeholders in Meghalaya and the North-East.

## **About You**

We are seeking someone who has the following attributes

- Bachelor's degree in a relevant field such as public administration, public health, environmental policy, education, development studies, gender and management from a reputed institution
- 2+ years of relevant work experience
- Self-starter who can thrive in a “start-up” setting by taking ownership and initiative
- Passionate about working in development and demonstrated interest in helping communities improve development outcomes
- Ability to get up to speed quickly on new content areas and build new relationships
- Strong listening, verbal, and written communication skills; able to effectively synthesize information and calibrate communication to connect with diverse audiences
- Intellectual curiosity and sense of humor!

## **Terms**

This is a full-time role based in Shillong. Development Associates will be offered a one-year contract initially, with possibility for extension, and will be paid between INR 50,000 per month. This position will be within the Office of the Development Commissioner, reporting to the Development Commissioner.

## **To Apply**

Please submit an application through the following link:

<https://tinyurl.com/DevSCEP>