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No. MBDA/MBMA -4/Vol-VII/2013/1362, Dated Shillong, 10th August, 2022

The Meghalaya Basin Management Agency (MBMA) invites applications from eligible candidates to fill up the following positions on contractual basis to be posted at **Shillong**. The detailed information's regarding the application form link, advertisement, notification, and the Terms of Reference are available on MBDA's website: <https://www.mbda.gov.in>

1. Positions:

| Sl. No. | Positions | Desired Qualifications and Experiences | Monthly Emolument |
|---------|------------------------------------|---|-----------------------------|
| 1.1 | Manage (HR Training & Development) | <p>Desired Qualification: Post Graduate in Human Resource Management, Personnel Management, Psychology or related disciplines specialized in organizational development and training.</p> <p>Desired Experience & Skills: Minimum 5 (five) years of comprehensive experience in designing, developing and implementing innovative learning and development programs that supports full employment lifecycle, including on boarding, career development, wellness, succession planning, and management and leadership development.</p> <ul style="list-style-type: none">• Confident in public speaking and presenting information and training to large and small groups.• Sound in training and development principles, practices, methods, and procedures;• Expert in designing principles and best practices for effective online learning/training media use and learner engagement• Exercise of good judgment in decision-making;• Development of positive and collegial working relationships;• Conducting needs assessments and developing recommendations to meet those needs;• Communicating technical concepts and ideas to non-technical individuals;• Effective oral and written communication of policies, procedures, etc.• Ability to communicate to a variety of audiences and work independently and as part of a team.• Microsoft Office applications such as PowerPoint, Word, and Excel. <p>Requirement: Apart from the filled application form & CV, a Training & Development Proposal (maximum 500 words) is a must with specific focus on employee need based. The proposal must include the purpose of the training, its relevance to the organization and its review, etc.</p> | Rs.40,000/- plus allowances |
| 1.2 | Assistant Manager (Payroll) | <p>Desired Qualification: Post Graduate in Human Resource Management, Personnel Management or Post Graduate Diploma in Personnel Management & Industrial Relations or any related disciplines.</p> <p>Desired Experience & Skills: Minimum 03 (three) years of proven working experience as Payroll Executive having extensive knowledge in payroll management including EPF processing with sound knowledge in statutory compliances.</p> <ul style="list-style-type: none">• Excellent verbal and written communication skills.• Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.• Excellent organizational skills and attention to detail.• Strong analytical and problem-solving skills.• Proficient with Microsoft Office Suite or related software. | Rs.27,000/- plus allowances |
| 1.3 | Programme Associate (HR) | <p>Desired Qualification: Post Graduate in Human Resource Management, Personnel Management or Post Graduate Diploma in Personnel Management & Industrial Relations or any related disciplines.</p> <p>Desired Experience & Skills: At least one year of working experience in HR administrative functions with sound knowledge.</p> <ul style="list-style-type: none">• Excellent verbal and written communication skills.• Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.• Excellent organizational skills and attention to detail.• Proficient with Microsoft Office Suite or related software.• Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications. | Rs.17,000/- plus allowances |

2. For applying the above positions; candidates has to fill the 'Application Form' from the following link; <https://tinyurl.com/mbdah>
3. All applications should be submitted through online mode only. No other mode of applications will be entertained.
4. For detail information about the positions and the terms of reference are made available on MBDA's website <https://www.mbda.gov.in>
5. Last date for receipt of applications is **25th August, 2022 (upto 05:00PM)** and applications received after the last date will not be considered.

Sd/-

Executive Director

Meghalaya Basin Development Authority