

ADVERTISEMENT

No. MBDA/MBMA -4/Vol-VII/2013/1347, Dated Shillong, 11th July' 2022

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

1. Positions:

Sl. No.	Positions	Desired Qualifications and Experiences
1.1	Sr. Manager (Content Developer)	Desired Qualification: Bachelor's or Master degree in English / Journalism & Communication/Media or related fields. Required Experience: 1. For Senior Manger: Minimum 06 years of work experience in the following field. 2. For Manager: Minimum 05 years of work experience in the following field. 3. Having the required years of experience in social media management, content creation, writer and editorial, communications management, videographer, editor and creative maker Essential Skills: 1. Fluent in Adobe Premiere Pro software. 2. Assembling raw footage and editing. 3. Following a script, screen play or outline. 4. Inputting sound to enhance footage, which may include selecting music and writing voice- over inputting graphics to enhance footage. 5. Digitally splicing film and video and synchronizing them into one rough cut file. 6. Improving and correcting lighting, coloring and faulty footage.
1.2	Manager (Content Developer)	
1.3	Deputy Manager (Content Developer)	Desired Qualification: Bachelor's or Master degree in English/ Journalism & Communication/Media or related fields Required Experience: 1. For Senior Manger: Minimum 04 years of work experience in the following field. 2. For Manager: Minimum 03 years of work experience in the following field. 4. Having the required years of experience in social media management, content creation, writer and editorial, communications management, videographer, editor and creative maker Essential Skills: 1. Knowledge of typography, design principles, layouts 2. Knowledge of creative processes, brand development and visual design 3. Skilled in Adobe Photoshop, Illustrator, Corel Draw, etc. 4. Awareness of social media sites' recommended practice for graphics and video material. 5. Experience as a graphic designer or in related field. 6. Demonstrable graphic design skills with strong portfolio
1.4	Assistant Manager (Content Developer)	
1.5	Programme Associate (Content Developer)	Desired Qualification: Bachelor's or Master degree in English/ Journalism & Communication/Media or related fields Desired Experience: Minimum 01 year of work experience in social media management, content creation and editorial, communications management, videographer, editor, creative maker related field. Essential Skills: 1. Knowledge of typography, design principles, layouts 2. Knowledge of creative processes, brand development and visual design 3. Skilled in Adobe Photoshop, Illustrator, Corel Draw, etc. 4. Awareness of social media sites' recommended practice for graphics and video material. 5. Experience as a graphic designer or in related field. 6. Demonstrable graphic design skills with strong portfolio

2. **How to Apply:** To apply for the above positions, you can either fill in the following online form or through hard copy.

2.1. **For Applying Online;** link to online application form <https://tinyurl.com/cdtonline>

2.2. For Applying through hard copy; link to the "Application Form" in PDF format <https://tinyurl.com/formcdt>

2.3. All applications will be reviewed on rolling basis and the position will remain open until filled

Sd/-

Assistant General Manager (Human Resources)
Meghalaya Basin Development Authority