



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

HQR: SHILLONG



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**NOTIFICATION**

**MBDA/MBMA- 4/2013/ 743**

**Dated, Shillong, the 31<sup>st</sup> January, 2017**

The Meghalaya Basin Management Agency (MBMA) implements the State's Flagship Programme - the Integrated Basin Development and Livelihood Promotion Programme (IBDLP). The Meghalaya - Livelihood & Access to Markets Project (Megha - LAMP), an externally Aided Project (EAP) is an integral part of IBDLP with MBMA as the implementing agency. MBMA invited applications in prescribed form, from eligible candidates for the following Contractual Posts:

Sl No	Name of the Post	Experience	Pre - requisite Qualifications	Location	Monthly Emolument
1.1	Assistant Manager	<ul style="list-style-type: none"> <li>✓ Minimum 3 Years experience of working with rural communities on community.</li> <li>✓ Experience in working with Livelihood promotion projects in North Eastern India is desirable.</li> <li>✓ Having good knowledge of gender issues with special focus on integrated community.</li> <li>✓ Strong commitment to change - making, building collaborations and engaging with work at the field level with rural communities.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Graduate/ Post Graduate in Social Work, Women's Studies, Gender Studies or any Social Sciences.</li> <li>✓ Good documentation, report Writing and analytical Skill (English)</li> <li>✓ Good Knowledge of MS Office (MS Word, Excel, Power Point)</li> </ul>	Shillong	Rs. 20,000/-

**2. Essential Skills:**

2.1 Good communication skills, written and oral as well as familiarity with Word Processing, Spread Sheets and Presentation software are essential for the position.

**3. Age Limit:** 26 to 45 years.

**4. Place of Posting:**

4.1 Selected candidates shall be posted at the location mentioned above.

**5. Remuneration:**

5.1 The monthly emolument mentioned above is a consolidated amount.

5.2 House Rent Allowance (HRA) & Mobile Allowance will be included additionally as may be admissible from time to time.

6. Experience certificate from previous employer(s) clearly stating nature of duties performed should be attached along with the application.

7. Staff already working with MBDA/MBMA and BRDC, who are otherwise eligible, can also apply. Their applications must be routed through their reporting officer.

**8. Period of Contract:**

Selected candidates shall be given a one year contract. The contract may be renewed subject to the satisfaction of MBMA and continuance of the project. 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 MBMA to that effect.