

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>