

## **Job Description: Development Associate** | Government Innovation Lab (SCEP), Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya

### **About the Project**

**The Government Innovation Lab** is a state-level unit that has been set up under the Planning, IP&SD Department to enable the State to engage in innovations needed to become a developed state. Through Development Facilitators, its purpose is to strengthen the implementation capacity of the Departments.

Formerly under the State Capability Enhancement Project (SCEP), it 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 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.

There are several projects under GIL, some of which are listed below.:

- 1. Climate Action:** Government of Meghalaya through its Climate Council is bringing about better coordination among departments and agencies in the State to tackle critical issues of climate change such as ensuring water security, reduction in deforestation etc., while also 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.
- 5. Meghalaya Project for Adolescent Wellbeing, Empowerment and Resilience:** Government of Meghalaya has conceptualised a comprehensive design to improve the human capital outcomes of adolescent boys and girls aged 9-19 years. Through

a set of coordinated multi-sectoral interventions, this project aims to enable Meghalaya's youth to achieve their full potential, ensuring their successful transition from school to work. Additionally, it will provide holistic support for their health and well-being, thereby building the productivity and resilience of adolescents, contributing to the sustainable economic growth of Meghalaya.

## **About the Position**

The Government Innovation Lab is hiring Development Associates who will work closely with Development Managers and the Development Commissioner 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 (~30% 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 organise workshops and trainings
- Facilitate meetings of government officials, and between government officials and non-government organisations and citizens.

### ***Documentation & Strategic Planning (~40% 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 (~30% 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:

## **Essential Qualifications**

- Bachelor's or Master's Degree (Master's preferred) in Public Administration, Public Policy, Public Health, Education, Development Studies, Economics, Management, or allied social sciences from a recognised university.
- Strong understanding of governance systems, public service delivery, or development sector operations.

## **Experience, Skills & Attributes:**

- Minimum 2+ years' experience in project coordination, programme implementation, research, or advisory roles in the development or public sector.
- Experience working with government departments or development programmes is highly desirable.
- Demonstrated capability in field monitoring, stakeholder coordination, and documentation/reporting.
- Ability to independently manage tasks, timelines, and deliverables in a dynamic environment.
- Strong analytical ability, including data collation, interpretation, and reporting.
- Proficiency in MS Word, Excel & PowerPoint; experience with data analysis tools is an advantage.
- Willingness to travel across districts for field visits, stakeholder meetings, and programme support.
- Strong listening, verbal, and written communication skills; able to effectively synthesise 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 Government Innovation Lab, reporting to the Development Managers and Development Commissioner.

## **To Apply**

To apply for this role you can fill in the following online form: <https://forms.gle/MTpeZi8JTmfrB1j4A>