

JD - District Program Manager (ECD)

- 1. Job Position:** District Program Manager (Early Childhood Development)
- 2. Location:** Deputy Commissioner's Office in East Jaintia Hills district (with regular field visits to monitor and support implementation of the Meghalaya Early Childhood Development Mission)
- 3. No. of vacancies:** 1
- 4. Type Engagement:** Full-time - one-year contractual position, extendable on performance basis with an initial **probation period of three months**

**Selected candidates will be reporting to the Office of Development
Commissioner, Government of Meghalaya & CEO, Meghalaya ECD Mission.**

- 5. Job Responsibilities:** The Center for Developing Child (CDC) is seeking dedicated full-time District Program Managers to implement the Meghalaya Early Childhood Development (ECD) Mission in all districts of the state. This pivotal role involves collaborating with District and Block officials, frontline functionaries at cluster and community level, and relevant government departments and agencies to ensure effective implementation of the ECD Mission. The DPMs (ECD) will facilitate coordination, communication, support strategic planning, and manage administrative tasks to achieve the objectives of the ECD Mission.

The job description and projected scope of responsibilities for this role are detailed below:

- A. Facilitate Cluster Learning Labs** (40% of time)
 - Ensure regular learning sessions take place at Cluster Learning Labs in the designated Anganwadi Centers.
 - Ensure learning aids are available at Anganwadi Centers for conduct of Cluster Learning Lab sessions
 - Coordinate with District Account Manager-National Health Mission on a regular basis to ensure funds for logistics of conducting Cluster Learning Lab sessions are available.
 - Ensure attendance of Cluster functionaries from Social Welfare, Health, Community & Rural Development, and Education departments in Cluster Learning Lab sessions
 - Attend and observe Cluster Learning Lab sessions to identify, document and report successes, challenges, and areas requiring improvement

B. Documentation and Strategic Planning (30% of time)

- Conduct regular field visits to document whether Village Health Councils and Village Organisations are practising Early Childhood Development practices.
- Conduct regular field visits to Anganwadi Centers to document whether ICDS services are being provided effectively and to identify successes, challenges and improvements
- Contribute to discussions on the Mission's strategic direction based on field learnings.
- Conduct data analysis of key indicators and outcomes and prepare presentation to facilitate regular data-driven reviews of ECD Mission by the Deputy Commissioner
- To coordinate regularly (monthly) with the District Programme Officers (ICDS) and District Coordinator Poshan Abhiyan to monitor Poshan Tracker data effectively

C. Stakeholder Management (30% of time)

- Ensure accurate and regular information flow between Social Welfare, Health, Community & Rural Development, and Education departments to ensure alignment on ECD Mission
- Regularly update District & Block officials from on Social Welfare, Health, Community & Rural Development, and Education departments on ECD Mission activities and gather feedback.
- Coordinate cross-department meetings. This will entail setting the agenda, note taking and dissemination of minutes, and following up on actions.
- Track and document follow-up actions to meet stakeholder needs and actions promptly.

6. Qualification/Experience/Skills:

- Post Graduate in fields such as management, social work, public administration, development studies, sociology, education, early childhood, statistics, economics, or any other relevant social science subject, from a recognized institution.
- Graduates with over 2 years of relevant work experience can also apply.
- Proven experience in working on government programs and with community institutions would be advantageous. ,
- Proficiency in IT skills, including Microsoft Office and G-Suite applications. (Google doc, spreadsheet and slides,) particularly with a strong ability to make impactful presentations.
- Ability to work in cross-cultural context, speak and write in any local language (Khasi, Garo or Pnar) is advantageous.
- Excellent communication, time management, prioritisation, and organisational skills.
- Adaptability to thrive in a dynamic environment; strong critical thinking, problem-solving abilities, and initiative-taking.
- Intellectual curiosity and a proactive approach to tasks.

8. Other Terms and Conditions:

- Monthly remuneration of INR 50,000 will be given to the candidates.
- Only shortlisted candidates will be contacted for the personal interviews.

9. To Apply

- To apply for this role, please fill in the application form by clicking on this [link](#).
- **Last date for filling the application form is 9 January 2026.**