



No. MECDM/HR Advertisement/Vol 1/ 203/2024-25/14/1235

Dated Shillong, 14th August, 2024

Advertisement

The Meghalaya Early Childhood Development Mission Society (MECDMS) invites applications from the eligible candidates in prescribed format to fill up the following positions on a contractual basis.

Name of the positions

S. No	Position	Qualifications & Experience	Place of Posting	Monthly Salary	Number of Positions
1.1	Programme Manager	<p>Qualification: Graduate or Post Graduate in relevant fields such as nutrition, health, social work, public administration, development studies, education, early childhood</p> <p>Required Experience:</p> <ol style="list-style-type: none"> 5 years of experience in relevant fields such as nutrition, health, social work, public administration, development studies, education, early childhood Experience in program design, implementation, and budgets Experience in working with Government agencies and multilateral/bilateral projects. Experience in a supervisory capacity in implementation of development project management/Business Management/Project Management Experience working with diverse group of people in any field related to health & nutrition functionalities. <p>Essential Skills:</p> <ol style="list-style-type: none"> Good verbal and communication skills Demonstrated strong values and professional integrity. Excellent decision-making & problem-solving skills. Computer skills like Word Processing, Spreadsheets and PowerPoint Presentation. Effective leadership, interpersonal skills & team work Adaptable and able to manage multiple priorities in a fast-paced environment 	Tura	Rs 50000/-	2
1.2	Manager – Monitoring & Evaluation	<p>Qualification: Graduates or Post Graduate in Engineering, Statistics, Computer Application or any other related discipline.</p> <p>Required Experience:</p> <ol style="list-style-type: none"> Minimum 5 years of experience in Monitoring, Evaluation & Analysis/ IT sector/ Project management & finance management for implementing M&E activities. Well versed in developing and designing monitoring & evaluation system Skill and knowledge in survey, research and use of monitoring tools. <p>Essential Skills:</p> <ol style="list-style-type: none"> Strong organisational skills, attention to detail and the ability to manage a variety of tasks simultaneously Strong interpersonal skills and stakeholder management. Computer skills with emphasis on Microsoft Office / Google apps Should have good analytical & statistical skills and communication skills 	Shillong	Rs 40000/-	1
1.3	Manager – Administration	<p>Qualification: Graduate or Post Graduate in any discipline</p> <p>Required Experience: 5 years of experience in office management, facilities management, and administrative support.</p> <p>Essential Skills:</p> <ol style="list-style-type: none"> Strong organizational and multitasking skills. Excellent verbal and written communication skills. Proficiency in office software (e.g., MS Office Suite) and familiarity with office technology. Strong problem-solving abilities and attention to detail Liaisoning with other organisations/ agencies. 	Shillong	Rs 40000/-	1

1.4	Programme Coordinator	<p>Qualification: Graduate or Post Graduate in relevant fields such as nutrition, health, social work, public administration, development studies, education, early childhood</p> <p>Required Experience: 5 years of experience in relevant fields such as nutrition, health, social work, public administration, development studies, education, early childhood</p> <p>Essential Skills:</p> <ol style="list-style-type: none"> Proven experience in project coordination, Previous experience in programme management and administration. Proficiency in IT skills, including Microsoft Office and G-Suite applications. (Google doc, spreadsheet and slides) particularly ability to make presentations. Ability to work in cross-cultural context and ability to speak and write in any local language 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 	Shillong	Rs 40000/-	4
-----	-----------------------	---	----------	------------	---

2. The candidates will have to apply through Online or Offline Application mode which can be availed at the office of Meghalaya Early Childhood Development Mission office located at 1st Floor, Moreau Institute of Integral Training Campus, Brookdene, Jowai Road, Dhankheti, Shillong-793001.
3. For online application: Link:
 - 3.1 Program Manager: <https://tinyurl.com/progmrg>
 - 3.2 Manager – Monitoring & Evaluation: <https://tinyurl.com/meadm>
 - 3.3 Manager – Administration: <https://tinyurl.com/meadm>
 - 3.4 Programme Coordinator: <https://tinyurl.com/progcord>
4. Interested candidates may collect application forms between **10:00 AM to 05:00 PM** from **16th August, 2024** up to **2nd September, 2024**.
5. Candidates are advised to go through the Terms of Reference and the Terms & Conditions of the recruitment process thoroughly and satisfy themselves of their eligibility before applying which is available on Social Welfare Department website : <https://megsocialwelfare.gov.in> or on the Office Notice Board.
6. The job requires extensive long working hours, only such candidates who have the commitment to serve the community and possess the requisite aptitude, should apply.
7. Local Candidates will be given preference.

Sd/-
Chief Executive Officer
Meghalaya Early Childhood Development Mission



Terms of Reference

The Meghalaya Early Childhood Development Mission Society (MECDMS) invites applications from the eligible candidates in prescribed format to fill up the following positions on a contractual basis.

Name of the positions

S. No	Position	Qualifications & Experience	Place of Posting	Monthly Salary	Number of Positions
1.1	Programme Managers	<p>Qualification: Graduate or Post Graduate in relevant fields such as nutrition, health, social work, public administration, development studies, education, early childhood</p> <p>Required Experience:</p> <ol style="list-style-type: none"> 5 years of experience in relevant fields such as nutrition, health, social work, public administration, development studies, education, early childhood Experience in program design, implementation, and budgets. Experience in working with Government agencies and multilateral/bilateral projects. Experience in a supervisory capacity in implementation of development project management/Business Management/Project Management Experience working with diverse group of people in any field related to health & nutrition functionalities. <p>Job Description:</p> <ol style="list-style-type: none"> To understand and usage of financial reports to monitor and manage program budgets. To conduct targeted research, analyse information, summarize findings and make recommendations. To work with diverse personalities with a wide variety of cultural and professional backgrounds and experiences including commissioners, staff and community partners This role requires a combination of technical skills in program and financial management, research, and the ability to work collaboratively with diverse stakeholders <p>Essential Skills:</p> <ol style="list-style-type: none"> Good verbal and communication skills Demonstrated strong values and professional integrity. Excellent decision-making & problem-solving skills. Computer skills like Word Processing, Spreadsheets and PowerPoint Presentation. Effective leadership, interpersonal skills & team work Adaptable and able to manage multiple priorities in a fast-paced environment 	Tura	Rs 50000/-	2
1.2	Manager – Monitoring & Evaluation	<p>Qualification: Graduates or Post Graduate in Engineering, Statistics, Computer Application or any other related discipline.</p> <p>Required Experience:</p> <ol style="list-style-type: none"> Minimum 5 years of experience in Monitoring, Evaluation & Analysis/ IT sector/ Project management & finance management for implementing M&E activities. Well versed in developing and designing monitoring & evaluation system Skill and knowledge in survey, research and use of monitoring tools. <p>Job Description:</p> <ol style="list-style-type: none"> Develop and implement comprehensive M&E frameworks, systems, and tools to collect and analyse data. Ensure alignment with organizational goals and project objectives. Oversee the collection of qualitative and quantitative data. Analyse data to monitor program performance and impact. Ensure data quality, accuracy, and integrity. Prepare detailed M&E reports for internal and external stakeholders Track key performance indicators (KPIs) and milestones. Conduct regular field visits to monitor program activities and validate data. Collaborate with Programme Managers and other stakeholders to ensure effective M&E practices. 	Shillong	Rs 40000/-	1

		<ul style="list-style-type: none"> j. Design and manage evaluations, including baseline, mid-term, and end-line evaluations. k. Identify opportunities for improving M&E processes. Integrate feedback mechanisms to refine program strategies <p>Essential Skills:</p> <ul style="list-style-type: none"> e. Strong organisational skills, attention to detail and the ability to manage a variety of tasks simultaneously f. Strong interpersonal skills and stakeholder management. g. Computer skills with emphasis on Microsoft Office / Google apps h. Should have good analytical & statistical skills and communication skills 			
1.3	Manager – Administration	<p>Qualification: Graduate or Post Graduate in any discipline</p> <p>Required Experience: 5 years of experience in office management, facilities management, and administrative support.</p> <p>Job Description:</p> <ul style="list-style-type: none"> a. Supervise the day-to-day operations of the administrative department. b. Maintain office facilities, including equipment, supplies, and utilities. c. Ensure a safe, clean, and well-organized office environment. d. Provide administrative support to senior management and other departments as needed. e. Oversee the scheduling and coordination of meetings, events, and travel arrangements. f. Manage office correspondence g. Oversee maintenance and repair of office facilities and equipment. h. Manage relationships with external vendors and service providers. i. Negotiate contracts and agreements to ensure favourable terms and conditions. j. Supervise and mentor administrative staff, providing guidance and support. <p>Essential Skills:</p> <ul style="list-style-type: none"> a. Strong organizational and multitasking skills. b. Excellent verbal and written communication skills. c. Proficiency in office software (e.g., MS Office Suite) and familiarity with office technology. d. Strong problem-solving abilities and attention to detail e. Liaisoning with other organisations/ agencies. 	Shillong	Rs 40000/-	1
1.4	Programme Coordinator	<p>Qualification: Graduate or Post Graduate in relevant fields such as nutrition, health, social work, public administration, development studies, education, early childhood</p> <p>Required Experience: 5 years of experience in relevant fields such as nutrition, health, social work, public administration, development studies, education, early childhood</p> <p>Job Description:</p> <ul style="list-style-type: none"> a. Set up and coordinate individual programmes, and cross-programme meetings and events (internal and external). This will entail setting agendas, note taking and dissemination of minutes, and following up on actions. b. Coordinate with relevant teams to ensure timely compliance and submission of financial materials, particularly when involving external stakeholders and respective Ministries. c. Keep track of key cross-programme dates and calendar, such as upcoming reporting deadlines, review meetings, and key events. d. Conduct research and interviews to document project successes, challenges, and improvements. e. Compile and analyse internal reports on project learnings. f. Review and analyse data on key indicators and outcomes. g. Support engagement with government institutions including concerned Ministries, Office of Development Commissioner, other state departments etc, community organisations, and partners. h. Ensure accurate information flow between planning and implementation. i. Assist in gathering quantitative and qualitative data from POSHAN tracker, Monthly Progress Report, field reports, and surveys. j. Clean, categorise, and organise data, summarising key findings. k. Analyse data to develop monthly, quarterly, or annual reports as per project needs or for review meetings. <p>Essential Skills:</p> <ul style="list-style-type: none"> a. Proven experience in project coordination, b. Previous experience in programme management and administration. c. Proficiency in IT skills, including Microsoft Office and G-Suite applications. (Google doc, spreadsheet and slides) particularly ability to make presentations. d. Ability to work in cross-cultural context and ability to speak and write in any local language is advantageous. 	Shillong	Rs 40000/-	4

		e. Excellent communication, time management, prioritisation, and organisational skills.			
		f. Adaptability to thrive in a dynamic environment; strong critical thinking, problem-solving abilities, and initiative-taking.			
		g. Intellectual curiosity and a proactive approach to tasks			

Guidelines for Application/ Eligibility Criteria for various post under the MECDM

The appointments to the posts mentioned are purely temporary and on contractual basis and no claim whatsoever can be made for any permanent position with the Government or any organisation under it. Application has to be submitted only after the applicant has satisfied him/herself to the terms and conditions laid down in the guidelines as under:-

1. The candidates will have to apply through Online or Offline Application mode which can be availed at the office of Meghalaya Early Childhood Development Mission office located at 1st Floor, Moreau Institute of Integral Training Campus, Brookdene, Jowai Road, Dhankheti, Shillong-793001
2. For Online application: Link :
 - 2.1 Program Manager: <https://tinyurl.com/progmrg>
 - 2.2 Manager – Monitoring & Evaluation: <https://tinyurl.com/meadmnn>
 - 2.3 Manager – Administration: <https://tinyurl.com/meadmnn>
 - 2.4 Programme Coordinator: <https://tinyurl.com/progcord>
3. The dates for submitting the form is from **10:00 AM** of the **16th August, 2024** up to **05:00 PM** of **2nd September, 2024**
4. The Number of available vacancies is **2 positions** for Programme Manager , **1 position each** for Manager- Administration, Manager-Monitoring & Evaluation, and **4 positions** for Programme Coordinator.
5. **Place of Posting:** Programme Manager will be posted in Tura & Manager- Administration, Manager- Monitoring & Evaluation and Programme Coordinator will be posted in Shillong
6. The maximum age is 45 years.
7. The candidates should have obtained at least **45%** marks from **recognized Universities** or **Institutions** as the case may be.
8. No application fee is required to be paid along with the application.
9. All posts are transferable, involve extensive travelling, and stay at villages. Candidates willing to undertake such travels and stay only may apply.
10. Candidates, who can speak, read and write the local language will be given more preference.
11. Candidates should have good communication skills, proficiency in working on Microsoft Packages, Google Suite etc.
12. **List of documents to be submitted along with the Applications**
 - i. Passport sized photograph
 - ii. Self-attested copies of documents/certificates are required to be submitted in support of the following:
 - iii. Date of birth Proof
 - iv. Address Proof
 - v. Highest Educational Qualification only
 - vi. Caste/Tribe Certificate (if applicable)
 - vii. Disability Certificate (if applicable)
 - viii. Working Experience Certificate only (Internship Certificate not allowed).
 - ix. Curriculum Vitae (CV)
12. **Method of Recruitment:**
 - i. The shortlisted candidates will be informed by e-mail and subjected to undergo the multi-modal selection process, which will include a preliminary examination that will test the verbal, quantitative and analytical abilities of the candidates and thereafter, a group discussion, skill test, and /or any such other tests as MECDM may decide.
 - ii. The screening of the candidates will take place at every stage of the examination.
 - iii. The preliminary examination will be held at Shillong/ Tura
 - iv. Candidates appearing for the Examination will not be paid any TA/DA.
13. **General Instructions:**
 - i. Candidates are advised to read the above mentioned eligibility criteria and other conditions prescribed for the post very carefully before applying.
 - ii. Candidates are to bring Proof of Qualification with either Marksheet/ Provisional Certificate/ Completion Certificate of the latest qualification only.
 - iii. Candidates who are working in any private/ public sector may furnish a 'No Objection Certificate' from their Controlling authority at the final stage of selection.
 - iv. Candidates should provide proof of Date of Birth as per the Birth Certificate issued by the Registrar of Births & Deaths or as entered in Matriculation.
 - v. Candidates should provide any address proof duly Certified/Issued by the Government. (eg. Valid Indian Passport/EPIC/Driving Licence/Aadhar Card).
 - vi. Candidates are advised to fill their correct and active email addresses and contact number in the application form to enable MECDM to use it for correspondence purposes. If a mail sent to a candidate bounces for any reason, MECDM will not take any responsibility.
 - vii. Incomplete applications in any respect and ineligible applicants will be summarily rejected. No further correspondence in this regard shall be entertained.
 - viii. Candidates should regularly check their email for a call letter.
 - ix. For further query, candidates can send an email to mecdmhr@gmail.com

14. Debarment:

- i. Any candidate furnishing incorrect information or making false declaration regarding his/her eligibility at any stage or suppressing any material information is liable to be debarred from appearing in any recruitment stage and would entail summary rejection of their candidature for this recruitment.
- ii. MECDM is authorised to recruit and select candidates, maintaining utmost confidentiality at all times. Any attempt by anyone causing a breach or attempting to cause any breach of the process of this or any such action which violates or likely to violate the fair practices will be a sufficient ground for debarment of candidate/s for this recruitment.
- iii. If any candidate is or has been found impersonating or procuring impersonation by any person or resorting to any other irregular or improper means in connection with his/her candidature for selection or obtaining support of candidature by any means, he/she shall be liable to be debarred for this recruitment in addition to rendering himself/herself liable to criminal prosecution.
- iv. Canvassing directly or indirectly for the above-mentioned posts shall disqualify a candidate and the decision of MECDM shall be final and binding in this regard.

Sd/-
Chief Executive Officer
Meghalaya Early Childhood Development Mission