



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills,
Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya – 793003

(Reg No.SR/MBDA – 4/11 OF 2011)

Phone: +91-364- 2522921/2522992

Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

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Dated Shillong, the 15th December'2023

INTERNAL JOB POSTING

In continuation to the Internal Job Posting advertisement vide no. MBDA/MBMA/HR/2023/409/1690, Dated Shillong, the 24th November 2023, for the positions of PA/ AM/ DM. There are also openings for the positions of Manager/ Senior Manager level for the following functional areas to be filled internally through an internal job posting for the KFW project.

All employees under MCLLMP, MBMA posted at SPMU & DPMU who meet the criteria are encouraged to apply to any of the vacant position.

Position Vacant &Its Eligibility Criteria:

1. Monitoring & Evaluation (Manager/Senior Manager):

a. Qualification: Graduate or Post-Graduate in statistics, demographics, public policy, development studies and engineering. Preferably with advanced certificate in M&E & statistics

b. Experience required for Manager Position:

- Minimum 01(one) year as Manager/02(two) years as Deputy Manager experience in monitoring, evaluation, and planning position responsible for implementing M&E activities
- Well versed in developing and designing monitoring & evaluation system to capture, record, and interpret information to measure work performance and progress.

c. Experience required for Senior Manager Position:

- Minimum 02 (two) years as Manager/ 03 (three) years as Deputy Manager experience in monitoring, evaluation, and planning position responsible for implementing M&E activities
- Well versed in developing and designing monitoring & evaluation system to capture, record, and interpret information to measure work performance and progress.

d. Skills Required:

- Should be an excellent communicator and comfortable with managing multiple task.
- Should be a team player and have a problem solving aptitude.
- Should be expert in MS Excel, PPT & Word.
- Excellent coordinating skills with the internal resources and stakeholders for the flawless executions of the projects.
- The candidate should be willing to travel extensively to the Project village

e. No. of Vacancy:2

f. Place of Posting: SPMU/CMU

2. Forestry/Agro-Horticulture (Manager/Senior Manager)

a. Qualification: Graduate or Post-Graduate in Forestry/Agro-Horticulture/Agriculture

b. Experience required for Manager Position:

- Minimum 01 (one) year as Manager/ 02 (two) years as Deputy Manager experience in related field
- Community mobilization/rural development/field work experience

c. Experience required for Senior Manager Position:

- Minimum 02 (two) years as Manager/ 03 (three) years as Deputy Manager experience in related field
- Community mobilization/rural development/field work experience

d. Skills Required:

- Should be an excellent communicator and comfortable with managing multiple task.
- Should be a team player and have a problemsolving aptitude.
- Should be expert in MS Excel, PPT & Word.
- Excellent coordinating skills with the internal resources and stakeholders for the flawless executions of the projects.
- The candidate should be willing to travel extensively to the Project village

e. No. of Vacancy:2 (Two)

f. Place of Posting: SPMU/CMU

3. Knowledge Management and Communications (Manager/SeniorManager)

a. Qualification: Graduate or Master in Journalism or related field

b. Experience required for Manager Position:

- Minimum 01 (one) year as Manager/ 02 (two) years as Deputy Manager experience in the current position is required.
- Preferably with experience in content writing/photography/videography and documentation of the project activities
- The Candidate should be willing to travel extensively to the project area

c. Experience required for Senior Manager Position:

- Minimum 02 (two) years as Manager/ 03 (three) years as Deputy Manager experience in the current position is required.
- Preferably with experience in content writing/photography/videography and documentation of the project activities
- The Candidate should be willing to travel extensively to the project area

d. No. of Vacancy: 2(Two)

e. Place of Posting: SPMU/CMU

4. Social & Capacity Building (Manager/ SeniorManager)

a. Qualification: Graduate or Master in Social work or related field

b. Experience required for Manager Position:

- Minimum 01 (one) year as Manager/ 02 (two) years as Deputy Manager experience in the current position is required.
- Preferably with experience in community mobilization/Gender assessment/Social Management framework
- The Candidate should be willing to travel extensively to the project area

c. Experience required for Senior Manager Position:

- Minimum 02 (two) years as Manager/ 03 (three) years as Deputy Manager experience in the current position is required.
- Preferably with experience in community mobilization/Gender assessment/Social Management framework
- The Candidate should be willing to travel extensively to the project area

d. No. of Vacancy: 2(Two)

e. Place of Posting: SPMU/CMU

Terms & Conditions:

Eligibility:

1. The above positions are applicable to all MCLLMP Staff only, MBMA posted at SPMU & DPMU's only.
2. Interested candidate should be willing to take up dual responsibilities or projects.
3. The level of positions to be offered to the selected candidates for all positions mentioned above will be either within same level or next level position i.e.; Manager/Senior Manager, depending on the years of experience as mentioned in the criteria mentioned above under each position and performance of the candidate during the selection/assessment process.
4. The pay structure will be fixed as per the revised pay structure with pay protection from the current salary drawn.
5. The number of vacancies indicated in the advertisement is tentative.

How to Apply:

1. For applying the above internal job postings; candidates are required to fill the 'Online Application Form' from the following link; [_ https://forms.gle/vPIHtojNK7WbXK2UA](https://forms.gle/vPIHtojNK7WbXK2UA)
2. All applications should be submitted through online mode only. No other mode of applications will be entertained.
3. Last date for receipt of applications is **19th December 2023 (upto 5.00 p.m.)** and no application received after the last date will be considered.

Selection Process:

1. There will be only personal interview for the shortlisted candidates.
2. Personal Interview will be held only in Shillong.

Sd/-
Additional Project Director, KFW
Meghalaya Basin Development Authority