

ADVERTISEMENT

No.MBMA/HR/167/2023/1003

Dated, Shillong, 22nd November, 2024

The Meghalaya Basin Management Agency (MBMA) is inviting applications from eligible candidates for the following positions on a contractual basis, to be posted in Shillong. For detailed information regarding the application form, advertisement, notification, and Terms of Reference for the positions, please visit the MBDA website:

<https://www.mbda.gov.in>.

1. Position Vacant:

Sl. No.	Position	Qualifications & Experiences	No. of Vacancy
1.1	HR Manager (Performance Management & Analytics)	Essential Qualification: Post Graduate in Human Resource Management, Personnel Management or Post Graduate Diploma in Personnel Management & Industrial Relations with Certificate in Performance Management System (PMS) & HR Data Analytics would be given preference. Desired Experience: <ol style="list-style-type: none">5+ years of experience in human resources, with a focus on performance management, talent management, or workforce analytics.Proven experience in managing performance management systems, including goal setting, performance reviews, and development planning.Experience with HR data analysis and working with data visualization tools (e.g., Power BI, Tableau).Familiarity with HRIS Software and performance management tools.	01
1.2	Assistant Manager HR (Recruitment)	Essential Qualification: Post Graduate in Human Resource Management, Personnel Management or Post Graduate Diploma in Personnel Management & Industrial Relations. Desired Experience: <ol style="list-style-type: none">3+ years of experience in human resources functions, with a focus on recruitment & selection or talent acquisition management.Proven experience in managing end-to-end recruitment cycle.Preference would be given to candidates having experience in the field of development sector or government agencies projects.Proficient in Microsoft Office (Word, Excel, PowerPoint).	03
1.3	Programme Associate (Human Resources)	Essential Qualification: Post Graduate in Human Resource Management, Personnel Management or Post Graduate Diploma in Personnel Management & Industrial Relations or other related disciplines. Desired Experience & Skills: <ol style="list-style-type: none">Minimum of one year of experience in HR functions with a strong foundation in HR practices and principles.Deep knowledge of HR practices, talent management or recruitment & selection management, performance management frameworks and employee development.Proficient in Microsoft Office (Word, Excel, PowerPoint).Good communication & interpersonal skills.Strong attention to detail while managing and handling HR data.	02

- To apply for the above positions, candidates must complete the 'Application Form' available at the following link: <https://tinyurl.com/hrmbdapositions>
- All applications should be submitted through online mode only. No other mode of applications will be entertained.
- Detailed information about the advertisement & notifications for the above positions which includes the terms and conditions of recruitment are made available in MBDA's website <https://www.mbda.gov.in> or in the folders linked above.
- Last date for receipt of applications is **08th December, 2024 (upto 11:00PM)**.

Sd/-

**AGM (Human Resources)
Meghalaya Basin Management Agency**