



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills, Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya - 793003
(CIN No. U75144ML2012NPL008509)
Phone: +91-364- 2522921/2522992
Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

ADVERTISEMENT

No.MBMA/HR/167/2023/89

Dated, Shillong, 24th April, 2025

The Meghalaya Basin Management Agency (MBMA) is hiring the following positions for the Meghalaya Program for Adolescent Wellbeing, Empowerment and Resilience (MPOWER) project that aims to nurture holistic development of adolescents who are between the ages of 09 to19 in Meghalaya through a multi-sectoral approach. MBMA invites applications from eligible candidates to fill up the following positions on contractual basis.

The detailed information's regarding the application form link, advertisement, notification, and the Terms of Reference are made available in MBDA's website: <https://www.mbda.gov.in>

1. Position Vacant:

Sl. No.	Position	Essential Qualifications & Experiences	Place of Posting
1.1	Project Coordinator - Education	<p>Essential Qualifications: Post Graduate Degree in Education, Adolescent Health & Education, Public Policy, Development Studies, or a related field.</p> <p>Required Experiences:</p> <ol style="list-style-type: none">1. Minimum of 5-7 years work experience in project management, education reform, or public policy implementation, with a strong preference for candidates who have worked within or alongside government system at least for 3 years in the field of education.2. Demonstrated ability to lead implementation of large-scale projects, managing teams and handling budgeting.3. Experienced in convening and facilitating groups of people to tackle complex problems as a team.4. Experience in policy planning, program design, and implementation in education, including on-ground coordination at state, district, and school levels.5. Ability to conduct targeted research, analyse information, summarise and present findings and make recommendations.6. Demonstrated ability to work with diverse personalities with a wide variety of cultural and professional backgrounds and experiences including commissioners, staff and community partners. <p>Essential Skills:</p> <ol style="list-style-type: none">1. Effective leadership and interpersonal skills2. Self-starter who can thrive in a "start-up" setting by taking ownership and initiative.3. Passionate about working in development and demonstrated interest in helping communities improve development outcomes.4. Strong listening, verbal, and written communication skills; able to effectively synthesise information and calibrate communication to connect with diverse audiences5. Demonstrated strong values and professional integrity.6. Excellent decision-making & problem-solving skills.7. Computer skills like Word Processing, Spreadsheets and PowerPoint Presentation.8. Fluency in managing and using digital platforms <p><i>For detailed position requirements, please refer to the TOR at: https://tinyurl.com/ypetyzxx</i></p>	Shillong
1.2	Project Coordinator - Health	<p>Essential Qualifications: Master's degree in Public Health, Psychology, Social Work (Medical & Psychiatry), Development Studies with a health specialization, or a related field. (Doctorate preferred)</p> <p>Required Experiences:</p> <ol style="list-style-type: none">1. Minimum of 5 - 7 years of experience in public health program design and implementation, with at least 2 years focused in adolescent health, mental health, or SRH-related roles.2. Proven ability to lead inter-sectoral projects and engage with government systems, NGOs, and healthcare professionals. <p>Skills & Attributes:</p> <ol style="list-style-type: none">1. Strong leadership and team management skills.2. Expertise in adolescent health issues, including mental health and SRH.3. Proficiency in program monitoring, evaluation, and reporting.4. Excellent communication, advocacy, and interpersonal skills.5. Ability to handle sensitive topics with cultural sensitivity and confidentiality. <p><i>For detailed position requirements, please refer to the TOR at: https://tinyurl.com/ypetyzxx</i></p>	Shillong

1.3	Assistant Manager - Mental Health, Reproductive Health, and Nutrition	<p>Essential Qualifications: Master's degree in Public Health, Psychology, Social Work, or a related field.</p> <p>Required Experiences:</p> <ol style="list-style-type: none"> 1. Minimum of 3 years of experience in health program design and implementation, with at least 1 year focused in adolescent health, mental health, or SRH-related roles. 2. Strong understanding of program implementation, monitoring, and evaluation in complex field settings. <p>Skills & Attributes:</p> <ol style="list-style-type: none"> 1. Ability to conduct research, analyze data, synthesize findings, and present recommendations. 2. Strong interpersonal skills to work with frontline functionaries and diverse stakeholders. 3. Effective verbal and written communication skills. 4. Strong values, professional integrity, and a passion for development. 5. Self-motivated, proactive, and able to work in a start-up or fast-evolving institutional setting. 6. Proficiency in Microsoft Office tools (Word, Excel, PowerPoint) and comfort with digital data collection and management platforms. 7. Fluency in project documentation, reporting, and creating presentations. 8. Ability to work collaboratively and lead initiatives with minimal supervision. 9. Capacity to escalate challenges with clear analysis and options for decision-making. <p><i>For detailed position requirements, please refer to the TOR at: https://tinyurl.com/ypetyzxx</i></p>	Shillong
1.4	Assistant Manager – Education and Foundational Learning	<p>Essential Qualifications: Master's degree in Education, Adolescent Development, Public Policy, or related field.</p> <p>Required Experiences:</p> <ol style="list-style-type: none"> 1. Minimum of 3 years of experience in education program implementation, including at least 1 year experience with FLN, remedial programs, or education for out-of-school youth. 2. Experience working with school systems, education departments, or community-based education initiatives. 3. Proven ability to manage educational projects and field coordination in diverse, low-resource settings. 4. Knowledge of inclusive and differentiated teaching-learning methods. <p>Skills & Attributes:</p> <ol style="list-style-type: none"> 1. Strong analytical and program coordination skills. 2. Ability to collaborate with government officials, school personnel, and civil society actors. 3. Excellent verbal and written communication skills in English; fluency in local languages is a plus. 4. Proficiency in digital tools for education, data visualization, and reporting. 5. Demonstrated integrity, values, and motivation for adolescent education and empowerment. 6. Creative problem-solving and ability to adapt interventions to ground-level realities. 7. Passion for grassroots education and community-based learning innovations <p><i>For detailed position requirements, please refer to the TOR at: https://tinyurl.com/ypetyzxx</i></p>	Shillong
1.5	Assistant Manager – Out-of-School Youth and Livelihoods	<p>Essential Qualifications: Master's degree in Social Work, Development Studies, Public Policy, or a related field.</p> <p>Required Experiences:</p> <ol style="list-style-type: none"> 1. Minimum of 3 years of experience in youth engagement, skilling, livelihoods, or alternative education with at least 1 year focused on out-of-school or marginalized youth. 2. At least 1 year of experience working with government programs or non-profit organizations delivering youth-focused services. 3. Proven track record in program design, implementation, and coordination, especially for marginalized or out-of-school youth. 4. Experience working with government programs or non-profit agencies delivering youth-centric services. 5. Familiarity with national skilling frameworks, NIOS, or employment-linked training programs. <p>Skills & Attributes:</p> <ol style="list-style-type: none"> 1. Strong communication, facilitation, and community mobilisation skills. 2. Capacity to build partnerships with training providers, industries, and government stakeholders. 3. Analytical and documentation skills, including report writing and data interpretation. 4. Ability to manage multiple field partners and monitor quality of implementation. 5. Entrepreneurial attitude and creative problem-solving capacity. 6. Proficiency in MS Office and digital platforms for education or workforce readiness. <p><i>For detailed position requirements, please refer to the TOR at: https://tinyurl.com/ypetyzxx</i></p>	Shillong
1.6	Assistant Manager – Sports and Youth Development	<p>Essential Qualifications: Master's degree in Sports Management, Physical Education, Youth Development, or related fields.</p> <p>Required Experiences:</p> <ol style="list-style-type: none"> 1. Minimum of 3 years of experience in youth programs, sports promotion, or adolescent engagement strategies. 2. At least 1 year of experience working with government agencies, schools, or community organizations on sports-based or youth-driven initiatives is preferred. 3. Experience working with government, schools, or community-based organizations on sports or youth-led initiatives. <p>Skills & Attributes:</p>	Shillong

		<ol style="list-style-type: none"> 1. Strong coordination and facilitation abilities for youth-focused programming. 2. Ability to engage, motivate, and mobilize adolescents from diverse backgrounds. 3. Capacity to design, implement, and adapt sports and recreational programs. 4. Excellent communication, planning, and reporting skills. 5. Proficiency in digital tools for monitoring and documentation. <p><i>For detailed position requirements, please refer to the TOR at: https://tinyurl.com/ypetyzxx</i></p>	
1.7	Assistant Manager – Gender and Social Mobilisation	<p>Essential Qualifications: Master’s degree in Gender Studies, Social Work, Development Studies, or related disciplines.</p> <p>Required Experiences:</p> <ol style="list-style-type: none"> 1. Minimum of 3 years of experience in gender-focused programs, community engagement, adolescent empowerment, or rights-based approaches. 2. Proven ability to engage community structures and mobilize adolescent and youth groups. 3. Demonstrated experience in designing or implementing gender and inclusion strategies in program settings. <p>Skills & Attributes:</p> <ol style="list-style-type: none"> 1. Ability to apply intersectional and gender frameworks in community program settings. 2. Strong facilitation skills for mobilizing adolescents, women’s collectives, youth groups, and community platforms. 3. Excellent interpersonal and communication skills for working with a wide range of stakeholders. 4. Experience designing or adapting inclusive training modules and IEC content. 5. Proficiency in documentation, reporting, and coordination with field teams. <p><i>For detailed position requirements, please refer to the TOR at: https://tinyurl.com/ypetyzxx</i></p>	Shillong
1.8	Assistant Manager – Monitoring, Evaluation and Data Management	<p>Essential Qualifications: Master’s degree in Statistics, Economics, Public Policy, Development Studies, Data Science, Social Sciences, or a related field with a strong quantitative component.</p> <p>Required Experiences:</p> <ol style="list-style-type: none"> 1. Minimum of 3 years of experience in n monitoring and evaluation (M&E), data management, or impact assessment, preferably in the development or public sector. 2. At least 2 years of experience working with government programs, NGOs, or donor-funded projects. 3. Experience in managing MIS, program databases, and data visualization. <p>Skills & Attributes:</p> <ol style="list-style-type: none"> 1. Strong analytical skills with experience in logframes, KPIs, and M&E dashboards. 2. Proficiency in Excel, Google Sheets, and data tools (e.g., STATA, R, Python). 3. Familiarity with digital platforms like KoboToolbox. 4. Ability to analyze, visualize, and present data for decision-making. 5. Attention to detail and ability to train teams on data collection and quality. <p><i>For detailed position requirements, please refer to the TOR at: https://tinyurl.com/ypetyzxx</i></p>	Shillong

2. For applying the above positions; candidate has to fill the ‘Application Form’ from the following link; <https://forms.gle/PuwH1gQXjyPEwZse7> after carefully reading the TOR in the following link; <https://tinyurl.com/ypetyzxx>
3. All applications should be submitted through online mode only. No other mode of applications will be entertained.
4. Detailed information about the advertisement for the above positions and Terms of References (TORs) and about the MPOWER project are made available in MBDA’s website <https://www.mbda.gov.in> or in the folders linked above.
5. Last date for receipt of applications is **7th May, 2025 (upto 05:00PM)**.

Sd/-
Smti. Sucielia Myllemngap
General Manager - HR
Meghalaya Basin Management Agency



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 Phone: +91-364- 2522921/2522992
 Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

NOTIFICATION

No.MBMA/HR/167/2023/90

Dated, Shillong, 24th April, 2025

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2. Essential Skills for the positions: Good written and verbal communication. Expert in basic computer knowledge like Word Processing, Spread Sheets and Power Point Presentation, etc are the common essential skills requirement. Other skills required are mentioned above against each position.

3. Age Limit: Upto 45 years

4. **Place of Posting:** Selected candidate shall be posted at the location mentioned above.

5. **Remuneration:**

5.1. The monthly emolument shall be as mentioned in the above column.

5.2. House Rent Allowance (HRA) & Mobile Allowance will be included additionally as may be admissible from time to time.

5.3. EPF contributions from both employee and employer.

6. **Duration of Contract:**

6.1. The duration of contract will be for a period of 01 (one) year. The contract may be renewed subject to the performance satisfaction of MBMA and continuance of the project you are engaged with.

6.2. A detailed document of terms and conditions of engagement would be provided to the selected candidates and a deed agreement would have to be signed by the selected candidate with the MBDA to that effect.

7. **How to Apply:**

7.1. For applying the above position; candidates have to fill the '**Application Form**' from the following link; <https://forms.gle/Puwh1gQXjyPEwZse7>

7.2. All applications should be submitted through online mode only. All applications should be submitted through online mode only. No other mode of applications will be entertained.

7.3. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.

7.4. Incomplete application shall not be entertained and is liable to be rejected.

7.5. Last date for receipt of applications is **7th May, 2025 (upto 05:00PM)** and applications received after the last date will not be considered.

7.6. Detailed information about the position and terms of references are made available in MBDA's website <https://www.mbda.gov.in> or in the folders linked above.

7.7. In respect of Candidates who are currently in services, shall submit the "No Objection Certificate" from the Employer when called for the personal interview.

8. **Selection Process:**

8.1. There will be written/technical test and personal interview for the positions. Written test will comprise of Subject Matter Knowledge, General Knowledge, Reasoning, English and Computer Knowledge.

8.2. The Written Test/ Personal Interview will be held only in Shillong.

9. **General Information:**

9.1. The pre-requisite qualifications and experience are minimal and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. MBMA reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by any other condition that it may deem fit.

9.2. Candidates are advised to clearly indicate their contact number and e-mail address to facilitate faster communication. Information regarding the screening test/written/interview will be sent only to the shortlisted candidates via SMS/E-mail and no correspondence will be made with applicants who are not shortlisted. List of the shortlisted candidates will be displayed in the MBDA website, www.mbda.gov.in and office notice board.

9.3. MBMA reserves the right to conduct additional examination /skill test or call for any additional documentary evidence in support of educational qualification & experience of the applicant.

9.4. In case of non-availability of suitable candidates with prescribed qualifications and experience, MBMA reserves the right to relax the prescribed qualifications and experience for candidates found more suitable for lower position with relevant experience and expertise in the specified field.

9.5. The number of vacancies indicated in the advertisement and notification is tentative. MBMA reserves the right to increase/decrease the number of posts at the time of selection and make appointment(s) accordingly, if more vacancies do exist in between the advertisement and the selection process.

9.6. MBMA reserves the right to extend the closing date for receipt of applications. MBMA also reserves the right to fill or not to fill any or all the positions advertised or cancel recruitment procedure at any stage without assigning any reason thereof.

9.7. No TA/DA shall be paid for attending written test and interview.

9.8. Canvassing of any kind will render to disqualification.

9.9. Staff already working with MBMA/MBDA, who are otherwise eligible can also apply. Their applications must be routed through their reporting officer. However, for newly appointed staff, he/she should complete a minimum period of one year in their current position.

Sd/-

Smti. Sucielia Myllemngap
General Manager - HR

Meghalaya Basin Management Agency