



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

MBDA/MBMA-04/2013/Vol-IX/2614

Dated Shillong, the 15th January, 2025

ADVERTISEMENT

The Meghalaya Basin Management Agency (MBMA) invites applications from experienced professionals for the position of **Procurement Specialist** to be engaged on contractual basis. This role offers an exciting opportunity to contribute to sustainable development initiatives funded by international donors such as the World Bank, IFAD, JICA, and KfW, while ensuring transparency and efficiency in procurement practices.

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

Last date and time of submission: **27th January 2025, Friday**

Sd/

**Executive Director,
Meghalaya Basin Management Agency**



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NOTIFICATION

The Meghalaya Basin Management Agency (MBMA) invites applications from experienced professionals for the position of **Procurement Specialist** to be engaged on contractual basis. This role offers an exciting opportunity to contribute to sustainable development initiatives funded by international donors such as the World Bank, IFAD, JICA, and KfW, while ensuring transparency and efficiency in procurement practices.

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

1. Position Vacant:

Sl. No.	Position	Essential Qualifications & Experiences	Place of Posting	Pay
1.1	Procurement Specialist	<p>Essential Qualifications: Postgraduate degree in Procurement, Supply Chain Management or Inventory Management, Business Administration, Finance, Economics, or a related field. Preference will be given to candidates with certifications in Procurement and Supply Chain Management.</p> <p>Required Experiences:</p> <ol style="list-style-type: none"> Minimum of 07 years of proven experience in procurement or supply chain management, with exposure to international donor-funded projects (World Bank, IFAD, JICA, KfW, etc.). Strong understanding of donor procurement guidelines and procedures. Proficiency in procurement planning, contract management, and e-procurement systems. <p>Skills & Attributes:</p> <ol style="list-style-type: none"> Strong organizational and time management skills to handle multiple tasks and deadlines and attention to detail. Excellent analytical, negotiation, and communication skills. Ability to work collaboratively with diverse teams and stakeholders. Proficiency in Office suite (in particular, Word, Excel and PowerPoint). 	Shillong	Negotiable as per organizational norms

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. Interested candidates are requested to submit:
 - 7.1.1. A detailed resume highlighting relevant qualifications and experience.
 - 7.1.2. A write-up on their suitability for the position.
 - 7.1.3. Expected remuneration.
- 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 **27th January, 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/

**Executive Director,
Meghalaya Basin Management Agency**

Terms of Reference (TOR)

Position: Procurement Specialist

Location: Shillong, Meghalaya

Organization: Meghalaya Basin Management Agency (MBMA)

The Meghalaya Basin Management Agency (MBMA) invites applications from experienced professionals for the position of **Procurement Specialist** to be engaged on a contractual basis. This role offers an exciting opportunity to contribute to sustainable development initiatives funded by international donors such as the World Bank, IFAD, JICA, and KfW, while ensuring transparency and efficiency in procurement practices.

Key Responsibilities:

- Develop and implement procurement strategies, plans, and systems in alignment with donor guidelines and project objectives.
- Prepare, manage, and oversee bidding processes, including drafting bidding documents, conducting evaluations, and awarding contracts.
- Monitor contract performance, ensure compliance with agreed terms, and manage amendments and dispute resolution as needed.
- Train and build the capacity of MBMA staff in procurement processes and best practices.
- Ensure compliance with donor procurement guidelines and submit regular reports to management and stakeholders.

Eligibility Criteria:

- **Educational Qualifications:**

Postgraduate degree in Procurement, Supply Chain Management or Inventory Management, Business Administration, Finance, Economics, or a related field. Preference will be given to candidates with certifications in Procurement and Supply Chain Management.

- **Professional Experience:**

- Minimum of 07 years of proven experience in procurement or supply chain management, with exposure to international donor-funded projects (World Bank, IFAD, JICA, KfW, etc.).
- Strong understanding of donor procurement guidelines and procedures.
- Proficiency in procurement planning, contract management, and e-procurement systems.

- **Skills and Attributes:**

- Excellent analytical, negotiation, and communication skills.
- Ability to work collaboratively with diverse teams and stakeholders.
- Strong organizational skills and attention to detail.

Remuneration:

The selected candidate will receive a competitive monthly remuneration, negotiable and aligned with organizational norms, based on qualifications and experience. Additional allowances will be provided in accordance with organizational norms.

How to Apply:

Interested candidates are requested to submit:

1. A detailed resume highlighting relevant qualifications and experience.
2. A write-up on their suitability for the position.
3. Expected remuneration.

Applications should be sent via email to **hr1.mbda@gov.in** with the subject line **“Application for Procurement Specialist”** by **5:00 PM on 25th January 2025**

For more information about MBMA and its initiatives, please visit the following websites;

1. www.mbda.gov.in
2. www.mbma.org.in
3. <https://megarise.in>
4. <https://megliflife.in>