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:** 1. **5+ years** of experience in human resources, with a focus on performance management, talent management, or workforce analytics. 2. Proven experience in managing performance management systems, including goal setting, performance reviews, and development planning. 3. Experience with HR data analysis and working with data visualization tools (e.g., Power BI, Tableau). 4. Familiarity with HRIS Software and performance management tools. **Skills Requirements:** 1. Deep knowledge of HR practices, performance management frameworks, talent management, and employee development. 2. Strong experience with HR software (e.g., performance management platforms, data analytics tools) and proficiency in Microsoft Office (Word, Excel, PowerPoint) and data analytics tools (Power BI or Tableau). 3. Strong verbal and written communication skills, with the ability to present data-driven insights to a variety of stakeholders. 4. Strong attention to detail when analyzing performance data and creating performance reports.	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:** 1. **3+ years** of experience in human resources functions, with a focus on recruitment & selection or talent acquisition management. 2. Proven experience in managing end-to-end recruitment cycle. 3. Preference would be given to candidates having experience in the field of development sector or government agencies projects. **Skills Requirements:** 1. Deep knowledge of HR practices, performance management frameworks, talent management, and employee development. 2. Proficient in Microsoft Office (Word, Excel, PowerPoint). 3. Strong verbal and written communication skills, with the ability to present data-driven insights to a variety of stakeholders. 4. Strong attention to detail when analyzing recruitment data and creating recruitment data reports.	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:** 1. Minimum of one year of experience in HR functions with a strong foundation in HR practices and principles. 2. Deep knowledge of HR practices, talent management or recruitment & selection management, performance management frameworks and employee development. 3. Proficient in Microsoft Office (Word, Excel, PowerPoint). 4. Good communication & interpersonal skills. 5. Strong attention to detail while managing and handling HR data.	02

2. To apply for the above positions, candidates must complete the 'Application Form' available at the following link: https://tinyurl.com/hrmbdapositions

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

4. 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.

5. Last date for receipt of applications is **08th December, 2024 (upto 11:00PM).**

Sd/-
AGM (Human Resources)
Meghalaya Basin Management Agency

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)
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NOTIFICATION

No.MBMA/HR/167/2023/1004   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	Pay
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:** 1. **5+ years** of experience in human resources, with a focus on performance management, talent management, or workforce analytics. 2. Proven experience in managing performance management systems, including goal setting, performance reviews, and development planning. 3. Experience with HR data analysis and working with data visualization tools (e.g., Power BI, Tableau). 4. Familiarity with HRIS Software and performance management tools. **Skills Requirements:** 1. Deep knowledge of HR practices, performance management frameworks, talent management, and employee development. 2. Strong experience with HR software (e.g., performance management platforms, data analytics tools) and proficiency in Microsoft Office (Word, Excel, PowerPoint) and data analytics tools (Power BI or Tableau). 3. Strong verbal and written communication skills, with the ability to present data-driven insights to a variety of stakeholders. 4. Strong attention to detail when analyzing performance data and creating performance reports.	01	Rs. 45,000/ per month including allowances
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:** 1. **3+ years** of experience in human resources functions, with a focus on recruitment & selection or talent acquisition management. 2. Proven experience in managing end-to-end recruitment cycle.	03	Rs.37200/- per month including allowances

		3. Preference would be given to candidates having experience in the field of development sector or government agencies projects. **Skills Requirements:** 1. Deep knowledge of HR practices, performance management frameworks, talent management, and employee development. 2. Proficient in Microsoft Office (Word, Excel, PowerPoint). 3. Strong verbal and written communication skills, with the ability to present data-driven insights to a variety of stakeholders. 4. Strong attention to detail when analyzing recruitment data and creating recruitment data reports.		
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:** 1. Minimum of one year of experience in HR functions with a strong foundation in HR practices and principles. 2. Deep knowledge of HR practices, talent management or recruitment & selection management, performance management frameworks and employee development. 3. Proficient in Microsoft Office (Word, Excel, PowerPoint). 4. Good communication & interpersonal skills. 5. Strong attention to detail while managing and handling HR data.	02	Rs.25800/-per month including allowances

2. General Information:

2.1. **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.

2.2. **Age Limit:** Upto 45 years

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

2.4. **Remuneration:**

2.4.1. The monthly salary mentioned above is inclusive of House Rent Allowance (HRA) and Mobile Allowance.

2.4.2. Medical insurance benefits will be provided as per the organization's policy.

2.4.3. Social security benefits, including EPF, will be provided, with contributions from both the employee and employer as per the EPF policy.

2.5. **Duration of Contract:**

2.5.1. 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.

2.5.2. 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 MBMA to that effect.

3. How to Apply:

3.1. To apply for the above positions, candidates must complete the 'Application Form' available at the following link: https://tinyurl.com/hrmbdapositions

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

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

3.4. The above links are also made available on MBDA website, www.mbda.gov.in

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

3.6. Last date for receipt of applications is **08th December, 2024 (upto 11:00PM)** and applications received after the last date will not be considered.

4. **Selection Process:**

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

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

5. **Recruitment Terms & Conditions:**

5.1. 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.

5.2. 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.

5.3. 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.

5.4. 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.

5.5. 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.

5.6. 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.

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

5.8. Canvassing of any kind will render to disqualification.

5.9. Staff already working with MBDA/MBMA, 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/-
AGM (Human Resources)
Meghalaya Basin Management Agency

Terms of Reference (TOR)

Position: HR Manager (Performance Management & Analytics):

The HR Manager, Performance Management & Analytics will be responsible for overseeing the development, implementation, and optimization of performance management systems while using data-driven insights to drive HR decision-making. This role combines strategic performance management with advanced analytics to enhance organizational effectiveness, improve employee performance, and support talent management initiatives. The position requires a blend of expertise in HR processes, performance metrics, data analysis, and strategy.

Key Roles & Responsibilities:

1. **Performance Management System:**
   - Develop, implement, and optimize performance management systems, ensuring they align with organizational goals and support employee growth.
   - Oversee the establishment of clear performance goals and KPIs for employees and project teams, ensuring they are measurable and aligned with organization & projects objectives.
   - Manage the annual and ongoing performance review processes, ensuring they are timely, objective, and constructive.
   - Collaborate with managers to create employee development and succession plans based on performance insights.
   - Collaborate with managers to create employee development and succession plans based on performance insights.
   - Gather and analyze performance-related data, including individual, team, and departmental performance metrics.
   - Analyze performance trends across the organization, identifying areas for improvement or success, and providing actionable insights to leadership and HR teams.
   - Use data analytics to predict performance challenges, employee engagement issues, and identify talent gaps or opportunities for improvement.
   - Develop regular reports and dashboards to track performance metrics, providing leadership with real-time insights and recommendations for action.

2. **Data Analytics & Strategic Workforce Planning:**
   - Use performance data and analytics to inform workforce planning and resource allocation, ensuring the right talent is in place to meet organizational & project goals.
   - Assess skills gaps and development opportunities within the workforce, providing recommendations for training and upskilling initiatives based on performance data.
   - Stay current with emerging HR technologies and tools to enhance performance management and data analytics. Lead the adoption of new platforms or tools for performance management modules as needed.

3. **Employee Training & Development:**
   - Provide coaching or training to reporting managers or officers on how to conduct performance evaluations, give constructive feedback, and address performance issues effectively.
   - Recommends, designs, develops and implements innovative learning and development programs that support the full employment lifecycle, including on-boarding (orientation & induction), career development, wellness, succession planning, and management and leadership development. Program development and delivery facilitated both on-line and in person.

- Develops integrated talent/performance/learning reports, training calendar, and dashboards and ensure the data records are updated in the HRMIS.

4. **Employee Relations & Support:**
   - Help resolve performance-related conflicts, acting as a mediator between employees and managers or officers when necessary to address performance concerns.
   - Work closely with HR teams (e.g., recruitment & talent acquisition, compensation & payroll, operation & admin) to ensure alignment between performance management systems and other HR initiatives.

Desired Qualification & Experience:
- 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.
- **5+ years** of experience in human resources functions, with a focus on performance management, talent or recruitment management, or workforce or hr data 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.

Skills Requirement:
- **Data-Driven Decision Making:** Ability to analyze performance data and generate actionable insights to influence HR decisions and strategies.
- **Analytical Skills:** Strong understanding of statistical analysis, predictive analytics, and performance metrics.
- **Project Management:** Experience managing complex projects, with the ability to prioritize, meet deadlines, and manage cross-functional teams.
- **HR Knowledge:** Deep knowledge of HR practices, performance management frameworks, talent management, and employee development.
- **Technology Proficiency**: Strong experience with HR software (e.g., performance management platforms, data analytics tools) and proficiency in Microsoft Office (Word, Excel, PowerPoint) and data analytics tools (Power BI or Tableau).
- **Communication Skills:** Strong verbal and written communication skills, with the ability to present data-driven insights to a variety of stakeholders.
- **Problem-Solving:** Ability to identify problems or inefficiencies within performance management systems and create data-driven solutions.
- **Detail-Oriented:** Strong attention to detail when analyzing performance data and creating performance reports.

Working Conditions:
- Full-time contractual appointment
- You will be reporting to Senior Manager HR/AGM HR.
- Standard working hours with some flexibility needed based on project deadlines or performance review cycles.
- May require occasional travel to various districts across the state for meetings or training sessions or recruitment process depending on the organization need.

Position: Assistant Manager HR (Recruitment):

The **Assistant Manager HR (Recruitment)** will be responsible for leading end-to-end recruitment processes to meet organizational talent needs and designing and executing comprehensive onboarding practices to foster better employee engagement, productivity, and retention among new employees.

The role requires a dynamic professional who can balance strategic planning with hands-on execution in hr recruitment & selection. The Assistant Manager must possess strong expertise in sourcing, assessing, and selecting candidates while leveraging innovative strategies to attract top-tier talent. Additionally, the individual must ensure a welcoming and structured onboarding process that helps new employees acclimate to the organizational culture, values, and operations.

Key Roles & Responsibilities:
1. **Recruitment & Selection (For all projects):**
   - Manage the end-to-end recruitment process for the organization under the guidance of the Sr. Manager/AGM, HR.
   - Collaborate with recruitment managers to understand job requirements and draft comprehensive job descriptions and Terms of Reference (TOR) for new positions.
   - Prepare and issue advertisements and notifications for vacancies in leading newspapers, including local publications, and upload the same on the MBDA website.
   - Design and develop online job application forms to streamline the recruitment process.
   - Screen candidate profiles, coordinate written exams and interviews, compile relevant documents and records, and present findings for further action.
   - Handle all recruitment-related communication, including notifying candidates via email and phone.
   - Declaration of results, issue offer letters, and prepare appointment letters for selected candidates.
   - Maintain recruitment data and application records in organized spreadsheets.
   - Collaborate with department heads to assess staffing needs and prioritize recruitment efforts.
   - Ensure all recruitment and onboarding activities adhere to labor laws and organizational policies.
   - Generate regular reports on recruitment metrics and onboarding success for review by senior management.
   - Analyze data from recruitment and onboarding processes to identify trends and recommend improvements.
   - Develop and implement innovative strategies to optimize the recruitment and onboarding process.
2. **Recruitment & Selection (Apprenticeship Training):**
   - End-to-end recruitment cycle for the apprenticeship training program for various functional areas.
   - Maintain accurate records of data and information.
   - Conduct performance assessment of the trainees at the end of the training period for further absorption process.
   - Act as a mediator between trainees, employees, and managers to address and resolve employee grievances effectively.
3. **On-boarding:**

- Facilitate new hire orientation sessions to familiarize employees with organizational policies, culture, and expectations.
- Collaborate with relevant departments to ensure new hires are provided with necessary tools, systems, and resources for their roles.
- Oversee the onboarding process, gather feedback from new hires, and suggest improvements for future programs.
- Work closely with HR colleagues to align onboarding practices with overall HR policies and strategies.
- Serve as the primary point of contact for new joiners, assisting with document verification and completing all necessary joining formalities.
- Maintain comprehensive and accurate records of recruitment and onboarding activities in the HRMIS.
- Coordinate with the MTA for the preparation and issuance of ID cards for all new employees.
- Ensure the collection and submission of essential employee data for EPF registration and other statutory requirements.

4. **Employee Relations & Support:**
   - Collaborate with HR teams, including performance management, compensation & payroll, and operations & administration, to ensure seamless integration between recruitment efforts and other HR functions.
   - Handle daily HR administrative tasks, including file management through physical records, DDFS file management system and e-proposal system.
   - Oversee the creation and maintenance of employee personal files, coordinating with the MTA for accuracy and compliance.
   - Perform additional duties and responsibilities as assigned to address evolving organizational needs.

Desired Qualification & Experience:
- Post Graduate in Human Resource Management, Personnel Management or Post Graduate Diploma in Personnel Management & Industrial Relations. Additionally, candidates with Certificate in Recruitment & Selection courses would be given preference.
- **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.

Skills Requirement:
- **Data-Driven Decision Making:** Ability to analyze recruitment data and generate actionable insights to influence HR decisions and recruitment strategies.
- **Project Management:** Experience managing complex projects, with the ability to prioritize, meet deadlines, and manage cross-functional teams.
- **HR Knowledge:** Deep knowledge of HR practices, talent management or recruitment & selection management, performance management frameworks and employee development.
- **Technology Proficiency**: Familiarity with HR software and proficiency in Microsoft Office (Word, Excel, PowerPoint).
- **Communication Skills:** Strong verbal and written communication skills, with the ability to present data-driven insights to a variety of stakeholders.

- **Problem-Solving:** Ability to identify problems or inefficiencies within recruitment or talent management systems and create solutions.
- **Detail-Oriented:** Strong attention to detail when analyzing recruitment data and creating recruitment data reports.

Working Conditions:
- Full-time contractual appointment
- You will be reporting to Senior Manager HR/AGM HR.
- Standard working hours with some flexibility needed based on project deadlines or performance review cycles.
- May require occasional travel to various districts across the state for meetings or training sessions or recruitment process depending on the organization need.

Position: Programme Associate (HR):

The MBDA/MBMA is seeking a Programme Associate to join our Human Resources team and contribute to enhancing HR operations. We are looking for a young and dynamic professional with strong knowledge and skills in key HR functions, including recruitment, performance management, time office management, payroll, and data management. Enthusiastic candidates eager to support and strengthen HR processes are encouraged to apply.

Key Role & Responsibilities:

- Support the daily operations of HR functions by providing administrative assistance to HR Team.
- Maintain and regularly update employee records to ensure accurate and up-to-date information.
- Address employee inquiries related to HR matters, including the preparation and issuance of essential documents and letters.
- Assist in payroll processing by compiling and providing necessary data such as attendance, leave records, and resignation details.
- Coordinate candidate communication and schedule interviews in collaboration with the Recruitment Team.
- Input and update employee information in the HRMIS, ensuring data accuracy and timely updates.
- Perform additional tasks and responsibilities as assigned to support HR operations.

Desired Qualification & Experience:

- Post Graduate in Human Resource Management, Personnel Management or Post Graduate Diploma in Personnel Management & Industrial Relations or other related disciplines.
- Minimum of one year of experience in HR functions with a strong foundation in HR practices and principles.

Skills Requirement:

- **HR Knowledge:** Deep knowledge of HR practices, talent management or recruitment & selection management, performance management frameworks and employee development.
- **Technology Proficiency**: Familiarity with HR software and proficiency in Microsoft Office (Word, Excel, PowerPoint).
- **Communication Skills:** Strong verbal and written communication skills, with the ability to present data-driven insights to a variety of stakeholders.
- **Interpersonal Skills:** Interpersonal skills with the ability to handle sensitive and confidential matters with discretion, professionalism, and diplomacy.
- **Problem-Solving:** Ability to identify problems or inefficiencies within recruitment or talent management systems and create solutions.
- **Detail-Oriented:** Strong attention to detail while managing and handling HR data.

Working Conditions:

- Full-time contractual appointment
- You will be reporting to Senior Manager HR/AGM HR.
- Standard working hours with some flexibility needed based on project deadlines or performance review cycles.
- May require occasional travel to various districts across the state for meetings or training sessions or recruitment process depending on the organization need.