



## 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)

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Dated Shillong, the 24<sup>th</sup> November'2023

### INTERNAL JOB POSTING

The Meghalaya Basin Development Authority (MBDA) is pleased to announce the following vacant positions to be filled internally through an internal job posting for the **KFW project**.

All employees including daily wage staff engaged under MCLLMP, MBMA posted at SPMU & DPMU who meet the criteria are encourage to apply to any of the vacant position.

#### **Position Vacant & Its Eligibility Criteria:**

#### **1. Monitoring & Evaluation (PA/Asst.Manager/Deputy 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:**

- Minimum 1(one)year of experience for PA and 3 years for AM/Dy.Manager position 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. 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
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**d. No. of Vacancy: 2**

**e. Place of Posting: West Garo Hills/East Khasi Hills, CMU**

#### **2. Finance & Accounts (PA/Asst.Manager/Deputy Manager):**

**a. Qualification:** Graduate or Post-Graduate in Commerce/ Business and Financial Management.

**b. Experience:**

- Minimum 01 (one) year for PA level and 03 Years for AM/Dy.Manager level of experience in Finance, Accounts & Taxation related functions
- Candidate should have varied and comprehensive experience in project & government accounting, funds management, accounting or financial management, financial report, audit preparation and financial strategy.

**c. 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.

**d. No. of Vacancy:2 (Two)**

**e. Place of Posting: West Garo Hills/East Khasi Hills, CMU**

### **3. Forestry/Agro-Horticulture (Asst.Manager/Dy.Manager)**

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

**b. Experience:**

- Minimum 3 years of experience in related field
- Community mobilization/rural development/field work experience

**c. 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

**d. No. of Vacancy:3 (Three)**

**e. Place of Posting: West Garo Hills/East Khasi Hills, CMU**

### **4. Field Engineer (Civil)**

**a. Qualification: BE/B.tech/Mtech/Diploma (Civil Engineer)**

**b. For Programme Associate position:**

- Minimum one year of working experience in the current position like PA/MTA/Daily Wage is required.
- Preferably with experience in civil work, budgeting/estimation and designing

**c. For AM and above positions:**

- Minimum 03 years of working experience in the current position is required.
- Preferably with experience in civil work, budgeting/estimation and designing

**d. No of Vacancy: 3 (Three)**

**e. Place of Posting: West Garo Hills/East Khasi Hills, CMU**

### **5. Knowledge Management and Communications (PA/Asst.Manager/Dy.Manager)**

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

**b. For Programme Associate position:**

- Minimum one year of working experience in the current position like PA/MTA/Daily Wage 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. For AM and above positions:**

- Minimum 03 years of working 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: West Garo Hills/East Khasi Hills, CMU**

## **6.Social Management (PA/Asst.Manager/Dy.Manager)**

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

### **b. For Programme Associate position:**

- Minimum one year of working experience in the current position like PA/MTA/Daily Wage 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. For AM and above positions:**

- Minimum 03 years of working 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: West Garo Hills/East Khasi Hills, CMU**

## **Terms & Conditions:**

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### **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 higher level position i.e.; Programme Associate/Assistant Manager/Dy. 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.

### **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/76JaeUAhaDU2wXMq8>
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 **29<sup>th</sup> November'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**