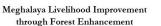
Office of the Project Director Community-based Forest Management and Livelihoods Improvement in Meghalaya

Shalom Building, 2nd Floor, Lower Lachumiere, Shillong—793001







Meghalaya Basin

Development Authority









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Dated Shillong the 24th 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 MegLIFE 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. Livelihood & Market Linkages (PA/AM/Dy. Manager/Manager)
- Qualification: Graduate or Post Graduate in any disciplines with sound knowledge in rural livelihood & market a. linkages.
- b. Experience:

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 livelihood promotion activities and Rural Finance having fair knowledge of Micro Finance & Financial Services.

For AM and above positions:

- Minimum 03 years of working experience in the current position is required.
- Preferably with experience in livelihood promotion activities and Rural Finance having fair knowledge of Micro Finance & Financial Services.
- 2. Project Management (PA/Asst.Manager/Deputy Manager):
- Qualification: Graduate or Post Graduate in any disciplines with excellent skills in project management, financial a. management & budgeting, business management, agribusiness management, etc.

b. **Experience:**

- Minimum 1 (one) year of experience for PA level and 03 years of working experience for Asst.Manager/Dy.Manager is required.
- Preferably with proven experience in project administration, financial management, budgeting & analysis with sound knowledge about the MegLIFE project and its initiatives.

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.

3. Finance & Accounts (PA/Asst. Manager/Deputy Manager):

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

b. Experience:

- Minimum 1 (one) year of experience for PA level and 03 (Three) Years of experience for Asst.Manager/Dy.Manager 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.

4. Place of Posting for all the positions above:

1. Mawryngkneng	13. Baghmara	25. West Garo Hills
2. Mawkynrew	14. Gasuapara	26. East Garo Hills
3. Mairang	15. Rongara	27. South West Garo Hills
4. Mawkyrwat	16. Tikrikilla	28. South Garo Hills
5. Umling	17. Dalu	29. North Garo Hills
6. Umsning	18. Gambgre	30. East Khasi Hills
7. Thadlaskein	19. Rongram	31. West Khasi Hills
8. Resubelpara	20. Zikzak	32. South West Khasi Hills
9. Kharkutta	21. Betasing	33. Ri Bhoi
10. Songsak	22. Chokpot	34. East Jaintia Hills
11. Samanda	23. Laskein	35. West Jaintia Hills
12. Dambo Rongjeng	24. Selsella	

Terms & Conditions:

Eligibility:

- 1. The above positions are applicable to all MCLLMP Staff, 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 the Livelihood & Market Linkages/Finance & Accounts positions will be either within same level or higher level position i.e.; Programme Associate/Assistant Manager/Dy. Manager/Manager, depending on the years of experience as mentioned in the criteria above 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/b2scpGJXg8sqdBV39
- 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 29th 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 MCLLMP Meghalaya Basin Management Agency