



**File No. MBDA/MBMA/HR/2023/409/1689**

**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 **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)**

**a. Qualification:** Graduate or Post Graduate in any disciplines with sound knowledge in rural livelihood & market 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):**

**a. Qualification:** Graduate or Post Graduate in any disciplines with excellent skills in project management, financial 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 2. Mawkynrew 3. Mairang 4. Mawkyrwat 5. Umling 6. Umsning 7. Thadlaskein 8. Resubelpara 9. Kharkutta 10. Songsak 11. Samanda 12. Dambo Rongjeng	13. Baghmara 14. Gasuapara 15. Rongara 16. Tikrikilla 17. Dalu 18. Gambgre 19. Rongram 20. Zikzak 21. Betasing 22. Chokpot 23. Laskein 24. Selsella	25. West Garo Hills 26. East Garo Hills 27. South West Garo Hills 28. South Garo Hills 29. North Garo Hills 30. East Khasi Hills 31. West Khasi Hills 32. South West Khasi Hills 33. Ri Bhoi 34. East Jaintia Hills 35. West Jaintia Hills
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### Terms & Conditions:

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#### 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 **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 MCLLMP  
Meghalaya Basin Management Agency**