



## 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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### **TERM OF REFERENCE**

#### **Position 1: Assistant Manager (Marketing) – 1 No**

**Location:** Shillong, Meghalaya

**Monthly Emolument:** Rs. 31,200/-

**Purpose:**

Support marketing and promotion activities related to agri/food products under the Cluster Development Project.

**Key Responsibilities:**

- Develop and implement marketing strategies for product promotion.
- Manage digital marketing, social media engagement, and online branding.
- Coordinate packaging, labeling, and advertisement activities.
- Participate in trade fairs, exhibitions, and marketing events.
- Prepare marketing reports and promotional content.

**Qualifications and Experience:**

- MBA or equivalent post-graduate degree.
- Minimum 3 years of experience in marketing of agri/food products.
- Preference for candidates with experience in digital marketing, social media, and branding.

**Skills:**

- Strong verbal and written communication.
- MS Office proficiency and digital media tools.

**Reporting:** State Project Manager CDP MBMA.

#### **Position 2: Manager (Agronomist) – 1 No**

**Location:** Shillong, Meghalaya

**Monthly Emolument:** Rs. 39,000/-

**Purpose:**

Oversee nursery operations, quality planting material, and implementation of Good Agricultural Practices (GAP).

**Key Responsibilities:**

- Supervise quality planting material production and nursery management.
- Implement and monitor GAP practices, certification for GAP, Organic Certification
- Conduct field visits and support cluster-level interventions.

**Qualifications and Experience:**

- MSc in Agriculture/Horticulture/Botany.
- Minimum 5 years of experience in nursery management and GAP.

**Skills:**

- Communication and report writing.
- MS Office, Excel, and data analysis.

**Reporting:** State Project Manager CDP MBMA.

**Position 3: Assistant Manager (Agronomist) - 1 No**

**Location:** Shillong, Meghalaya

**Monthly Emolument:** Rs. 31,200/-

**Purpose:**

Support agronomy-related activities including crop production, IPM/INM, and GAP practices.

**Key Responsibilities:**

- Assist in nursery management and crop monitoring.
- Provide support in pest and nutrient management practices.
- Organize farmer training and demonstrations.
- GAP, Organic Certifications

**Qualifications and Experience:**

- MSc in Agriculture/Horticulture/Botany.
- Minimum 3 years in crop production, organic certification, GAP

**Skills:**

- Communication and MS Office proficiency.

**Reporting:** State Project Manager CDP MBMA.

**Position 4: Assistant Manager (Entomologist) - 1 No**

**Location:** Biocontrol Lab/ Plant Health Clinic, Wahiajer

**Monthly Emolument:** Rs. 31,200/-

**Purpose:**

Support crop pest diagnostics, beneficial insect rearing/ production and Plant Health Clinic operations.

**Key Responsibilities:**

- Diagnose pest-related issues and suggest control measures.
- Manage beneficial insect rearing.
- Conduct field visits and support pest management initiatives.

**Qualifications and Experience:**

- MSc in Agriculture with specialization in Entomology.
- Minimum 3 years in pest diagnostics or related field.

**Skills:**

- Strong analytical and communication skills.
- Computer literacy with data tools.

**Reporting:** State Project Manager CDP MBMA.

**Position 5: Assistant Manager (Pathologist) – 1 No**

**Location:** Biocontrol Lab/ Plant Health Clinic, Wahiajer

**Monthly Emolument:** Rs. 31,200/-

**Purpose:**

Support diagnosis of crop diseases and plant health management.

**Key Responsibilities:**

- Diagnose plant diseases and develop management plans.
- Operate and manage Plant Health Clinics.
- Monitor disease outbreaks and document cases.

**Qualifications and Experience:**

- MSc in Agriculture with specialization in Plant Pathology.
- Minimum 3 years in crop disease management.

**Skills:**

- Good communication and computer proficiency.

**Reporting:** State Project Manager CDP MBMA.

**Position 6: Assistant Manager (Bio Control Lab) – 1 No**

**Location:** Biocontrol Lab, Wahiajer

**Monthly Emolument:** Rs. 31,200/-

**Purpose:**

Support production and management of biofertilizers and biopesticides.

**Key Responsibilities:**

- Operate the Bio Control Lab for inputs production.
- Ensure quality standards in biofertilizer/biopesticide production.
- Conduct trials and support farmer usage.

**Qualifications and Experience:**

- BSc/MSc in Botany, Microbiology, or Biotechnology.
- Minimum 3 years of experience, preferably in bio-inputs.

**Skills:**

- Communication and MS Office proficiency.

**Reporting:** State Project Manager CDP MBMA.