

District Research Fellow - MDRF

Job Outline

Meghalaya District Research Fellowship (MDRF) Programme to be launched under the auspices of the Planning Investment Promotion and Sustainable Development Department (PIPSDD), Govt of Meghalaya of the Government of Meghalaya, with the Bharti Institute at the ISB serving as the knowledge and implementation partner. This initiative would be transformative to engage educated, experienced, and dynamic young individuals to work closely with the state government at District level to promote transparency, accountability, and efficiency in public office. The programme seeks to foster growth and development in the state by supporting the District Magistrate & Collectors in implementation of various development schemes and addressing issues at the district level.

Job Purpose

There is a need for dedicated professional support to the District Administration, especially, to help the administration in effective planning, implementation, and monitoring of initiatives and schemes under the district fellowship programme

The District Research Fellows would ensure a streamlined compilation of all the digital communication directed towards the district collector's office including the grievances raised in the CM Connect helpline for that district under various sectors/domains like education, women's safety, health and sanitation, higher education, e-governance etc. In this role, the Fellows would provide convergence between various Meghalaya state government stakeholders and departments within the district administration to re-engineer processes and solve implementation challenges.

Job Outline

- All DRFs will be based out of the designated district.
- DRF would support data analysis and share actionable data and feedback.
- Under the District Collector's (DC) guidance, the DRFs would engage with multiple stakeholders including community-based organisations, NGOs, business houses, and eminent professionals for the overall development of the district.
- Work with DC in helping the convergence of different schemes and initiatives at the district level.
- Support DC in capturing best practices, and success stories and preparing reports for various consumption.
- Assist DC in managing the various grievance redressal activities at different forums.
- Assist the DC by providing analysis of various schemes and their status of implementation in the field through various line departments.
- Assist in working out innovative ways of implementation for various schemes on the ground.
- Any other responsibilities which may be assigned by the respective DC.

| Job Specification | |
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| Knowledge / Education | Specific Skills |
| Bachelor's in social sciences, Humanities, Public Policy, Statistics, Data Analytics & Geoinformation, Natural Sciences and other interdisciplinary degrees, with relevant social sector experience. | <p>Experience in working with state/ central / CSR funded programs (implementation)</p> <p>Working knowledge of district and state administration</p> <p>Experience in research writing will be a good to have.</p> <p>Individual contributor coupled with good team player will be a must to have as well.</p> |

| S.N | Key Responsibilities | % Time Spent |
|------------|---|---------------------|
| 1. | To help the administration in effective planning, implementation, and monitoring of initiatives and schemes at district level | 30% |
| 2. | Prepare a compilation of all the digital communication directed to DCs office including the grievances raised in the CM Connect helpline under various sectors/domains like education, women's safety, health and sanitation, higher education, e-governance etc. | 30% |
| 3. | Ensure convergence between various Meghalaya state government stakeholders and departments within the district administration to re-engineer processes and solve implementation challenges | 20% |
| 4. | Ensure capturing best practices, and success stories and preparing reports for various consumption. | 20% |
| | Total time spent on all responsibilities | 100% |