

Development Manager | Government Innovation Lab (GIL), Office of Development Commissioner Government of Meghalaya

About the Project

The Government Innovation Lab or GIL is an initiative by the state leadership in Meghalaya which employs an adaptive approach for addressing complex development problems. The approach of GIL is inspired by **Problem-Driven Iterative Adaptation (PDIA)** and Ronald Heifetz' **Adaptive Leadership**, two methodologies developed at Harvard Kennedy School of Government. GIL is the institutionalization of Meghalaya's own state capability building learnings under the State Capability Enhancement Project (SCEP). A key guiding principle of GIL is facilitating collaborative and local problem-solving, and, in the process, building systems that are more responsive to development needs and can support a long-term, sustained transformation of the state. The project entails implementing adaptive approach-inspired projects in multiple fields of importance to public welfare, including:

- **Rural Development & Environment:** The state is investing in multiple initiatives to improve community development outcomes with a strong focus on improving management of local natural resources.
- **Health & Nutrition:** The state is leading systemic reforms such as strengthening health facilities, improving block-level coordination of health & nutrition services, and building community institutions to improve key human development outcomes of the state.
- **Adolescents & Youth Development:** The state is building systems and designing interventions addressing adolescent health and well-being, as well as improving skilling and employment opportunities in the state.
- **Women's Leadership:** The state is implementing several measures to strengthen women's agency and participation in decision-making, such as developing a network of women's self-help groups, reserving leadership positions for women in local institutions, and coaching & mentoring for leadership development.
- **Early Childhood Development Mission:** Government of Meghalaya is building systems to improve the health and cognitive abilities of children through ensuring adequate nutrition and childcare in the critical period of early childhood.

About the Position

The Office of Development Commissioner is hiring a **Development Manager** who will work closely with state leadership, as well as manage the GIL team of facilitators, in the process of strategic planning, design, implementation, and documentation of the various initiatives. The Development Manager will be based in **Shillong** with some travel to government offices, especially the GIL Office in **Tura**, as well as field visits across Meghalaya. Following is the projected scope of responsibilities for this role:

Strategic Planning & Partnerships (~30% of time)

- Provide strategic planning support to state leadership to map priorities and key local stakeholders, including non-government stakeholders, and ensure their inputs in planning for objectives, strategy and implementation of state's priorities.
- Provide strategic planning support to all current GIL projects, and to GIL-supported initiatives such as ECD Mission.
- Synthesize project learnings from documentation & analysis on a regular basis and share this with state leadership, and other stakeholders as appropriate.
- Facilitate strategy & adaptation meetings with state leadership, Nodal Departments & other stakeholders, to make adaptations to the project plan as needed.
- Develop and mediate partnerships with external stakeholders such as aid agencies, research organizations and civil society organizations to support and strengthen GIL initiative

Project Management (~40% of time)

- Facilitate State Leadership and Nodal Departments to outline different work streams of the project and develop internal milestones. Ensure that all stakeholders are kept up to date on project activities on a regular basis.
- Facilitate meetings and coordination of the respective department(s) and other implementers to address implementation hurdles, engage in quick course correction, and make sure that all work streams are on track.
- Ensure strong departmental buy-in and engagement for all aspects of project design and implementation
- Manage and support a team of Development Associates to ensure timely implementation and coordination
- Take the lead in gathering feedback from the field on implementation challenges, and in ideating avenues for adapting the project
- Assist in drafting of guidelines, policies, and other materials for project implementation
- Ensure that all project trackers, documents, project folders, project logs and other team support systems are organized and on track.

Capacity Building & Knowledge Dissemination (~20% of time)

- Supervise professional development of the GIL team members, including onboarding of new hires, and periodic internal workshops to build internal team capacity.
- Plan workshops with government officials to address development challenges and build capabilities in PDIA and similar methodologies.
- Plan events such as workshops and conferences with researchers and practitioners for stakeholders in Meghalaya, the North-East, and beyond. Manage the Meghalaya State Capability Forum, including planning for periodic events.

Documentation & External Communications (~10% of time)

- Manage the GIL Communications team, ensuring a strategic approach to documenting learnings across all projects, and publicizing GIL work for key audiences.
- Supervise and assist in the generation of research and evaluation products related to GIL projects, including primary and secondary qualitative and quantitative research.
- Synthesize project learnings in internal reports for review and analysis.
- Participate in the review and analysis of quantitative & qualitative data on key indicators and outcome metrics.
- Ensure strong communications between GIL team a communication channel with all stakeholders to collect and disseminate information on the project.

- Work with all GIL teams to develop key communication materials such as policy briefs, case-studies, and presentations.

Required Qualification and Experience

- Bachelors or Masters (preferable) degree in relevant fields such as public administration, public health, education, development studies, economics, management and other related fields
- Preferable 4 years or more of relevant work experience
- Minimum of 1 year working within government or government agency, preferably in Meghalaya.
- Prior training and experience in adaptive management frameworks such as Problem-Driven Iterative Adaptation and Adaptive Leadership
- Demonstrated experience in facilitation of teams and track record of building team / organizational capacity
- Ability to speak Khasi or Garo will be an advantage
- Strong communication and facilitation skills, and should be comfortable with spreadsheets and presentation software. Experience with data analysis is a plus.
- Self-starter who can thrive in a “start-up” setting by taking ownership and initiative
- Passionate about working with governments to improve development outcomes
- Ability to get up to speed quickly on new content areas and build new relationships
- Strong listening, verbal, and written communication skills; able to effectively synthesize information and calibrate communication to connect with diverse audiences

Terms

This is a full-time role based in **Shillong**. Development Managers will be offered a one-year contract initially, with possibility for extension. This position will be within the Office of the Development Commissioner, reporting to the Development Commissioner.

To Apply

Please submit an application through the following link:

<http://tinyurl.com/SCEPMANAGER>