

**MEGHALAYA RURAL DEVELOPMENT SOCIETY**

**Advertisement Notice**

**No. MRDS/LIPH/PMU/ADVT/ADM-38/09-10/Pt-I/2881 Dated Shillong, the 12<sup>th</sup> August 2010**

*“The International Fund for Agricultural Development (IFAD), a specialized agency of the United Nations working against poverty and hunger the World over, is to jointly implement with the Central Government and the Government of Meghalaya, The Livelihood Improvement Project for the Himalayas ( LIPH),through the Meghalaya Rural Development Society (MRDS), in 5 districts of the state. The Objective of the Project is to Improve the Livelihood of vulnerable groups by the promotion of improved livelihood opportunities and strengthening of local institutions, through its multi-disciplinary, professional Project Management Unit ( PMU) at Shillong and District Management Units ( DMUs) in 5 district headquarters of the State. The MRDS seeks to appoint suitable professionals for the following positions on short term contract/deputation basis initially for a period of 1 (one) year, extendable on yearly basis.*

- 1. Monitoring & Evaluation Officer**
- 2. Coordination Officer for Gender, CBO & NGO**

*Prescribed format for application can either be downloaded from the Meghalaya Web site – [www.mrds.nic.in](http://www.mrds.nic.in) or obtained from the office of the Project Director, M.R.D.S, Lower Cleve Colony, Near Directorate of Agriculture Office, Shillong 793003*

- Applications for the posts should be sent in the prescribed format given below along with a stamped self forwarding envelop. Applications are to be addressed to the Project Director together with Copies of certificates in support of qualification, age, experience etc so as to reach **within 24<sup>th</sup> August 2010** . All Entries must either be typed or in clear Handwriting. Illegible entries by applicant will not be entertained. In case of applicants already employed in Govt/ PSU/ Autonomous Bodies etc .“No Objection Certificate” shall have to be produced at the time of personal interview.
- Only short listed candidates will be called for personal interview who are expected to attend the interview at their own costs as they shall not be entitled to any TA/DA.
- The Project Authority reserves the discretionary right to accept or reject any application without assigning any reason thereof or without incurring any liability thereof
- Versatility with the local language, understanding of the customs and traditions of the communities under the Project area will be an added advantage.
- Women candidates are encouraged to apply

## **1. Monitoring & Evaluation Officer**

**Location: District Headquarter with extensive field travel**

### **Qualifications and experience:**

- University degree in commerce/economics/ statistics/computer application or equivalent
- Excellent computer knowledge and skills mandatory
- Preferred experience in monitoring and evaluation related work, socio-economic studies or related work besides above qualification;
- Preferred experience of working with community based Project Monitoring and evaluation
- Preferred experience in application of PRA tools for participatory resource planning, participatory monitoring and evaluation and progress monitoring
- Should have the ability to interact and work with rural communities;
- Should be dynamic and analytical;
- Should be willing to travel extensively with halting and staying in villages;
- Willing to accept tenure of at least 1 year;

### **Duties and Responsibilities:**

- Coordinate District Monitoring activities on a day-to-day basis
- Undertake monitoring and evaluation data entry and analysis of data
- Ensure timely submission of monitoring reports
- Monitor & review performance based on data collected; recommend strategy and measures for improvement of performance
- Interact frequently and train SHGs, Facilitating NGOs (FNGOs) and other stakeholders at the field level in monitoring and evaluation
- Ensuring maintenance of adequate records of all monitoring data, documents and reports at the district level in the Project District;
- Operate Project Management Information System;
- Assist in compilation and preparation of district annual work plan budget (AWPB) based on the AWPBs received from the Project villages;
- Review the project progress in the field level on a monthly basis and suggest measure to resolve implementation problems Project management;
- Co-ordinate the preparation of periodic progress reports, and provides dynamic feedback to the field staff and to the management;
- Any other task assigned by the Manager- Communication, Monitoring and Evaluation that would contribute to the realization of Project objectives.

**Emoluments:** Rs.3,60,000/- per annum payable in 12 monthly instalments & HRA and other entitlement as per rules will be paid. A probation period of 6 months is applicable.

The appointment will be through an open competition and the appointment will be on contractual basis for an initial period of 1 year renewable yearly on satisfactory performance. Shortlisted candidates will be called for a written test followed by a personal interview. Candidates without relevant experience and qualifications need not apply.

Short-listed Candidates invited for the interview shall have to attend the Test/Interviews at their own cost. NO TA/DA shall be paid for attending the Test/Interview.

## **2. Coordination Officer for Gender, CBO & NGO**

Location: District Headquarters of participating districts within Meghalaya with extensive travel

### **Qualifications :**

- Bachelors Degree in Science or Humanities in related subjects.
- Minimum 2-3 years experience in promoting women's /community development, preferably with Water shed Management groups and women SHGs.
- Experience in working for or in close association with NGOs, especially those involved with participatory rural development.
- Experience in promoting micro credit concepts and linking CBOs with financial or marketing institutions will be an advantage.
- Experience in promoting SHGs and CBOs into federated cluster structures will be an advantage.
- Willing to accept tenure of at least 1 year

### **Responsibilities:**

- Guiding and orienting project communities towards Gender sensitization and gender empowerment
- Promoting Gender initiatives especially in the livelihood endeavours of the community
- Guiding NGOs and assisting them in Community Institution building with special emphasis on creation of space for women in community decision making process.
- Assisting other Project stake holders in promotion of gender initiatives through workshops, seminars and introducing such initiatives in normal developmental schemes of the Govt.
- Ensuring adequate representation of women in all project activities
- Constant monitoring of project activities on status of women.
- To perform all other tasks related to this component as are assigned by the management from time to time.

**Emoluments:** Rs.3,60,000/- per annum payable in 12 monthly instalments & HRA and other entitlement as per rules will be paid. A probation period of 6 months is applicable.

The appointment will be through an open competition and the appointment will be on contractual basis for an initial period of 1 year renewable yearly on satisfactory performance. Shortlisted candidates will be called for a written test followed by a personal interview. Candidates without relevant experience qualification need not apply.

Short-listed Candidates invited for the interview shall have to attend the interviews at their own cost. NO TA/DA shall be paid for attending the Test/Interview.