

## **Meghalaya Rural Development Society**

Meghalaya Rural Development Society a Project funded by the Govt. of Meghalaya and IFAD for the improvement of livelihood among the poor in the rural areas in the district of Meghalaya, invites application from eligible candidates for the following posts on contract basis of 1 (one) year which is extendable on a yearly basis based on performance.

- 1). Manager- Finance, Administration & Resource Mobilisation -1 no
- 2). Manager- Communication, Monitoring & Evaluation -1 no
- 3).Monitoring & Evaluation Officer – 1 no
- 4). Assistant Manager Technical Services- 3nos

Details and forms can be seen at MRDS website [www.mrds.nic.in](http://www.mrds.nic.in) and the Office Notice Board.

Outstation candidates can send in their application through emails at [mrds\\_pmu@yahoo.com](mailto:mrds_pmu@yahoo.com) through the prescribe format only.

Applications received not in the prescribed format will be rejected.

Last date for submission of Application Forms is the **15<sup>th</sup> January 2013.**



(Daniel J Ingty)  
Project Director  
MRDS

## **1. Manager - Finance, Administration & Resource Mobilisation - (1)**

### **Vacancy Code- PMU-M / FARM**

Location: Shillong with extensive visits to the Project districts

#### **Qualifications:**

- A Graduate holder in Commerce.
- Recognised accountancy or finance qualification with a minimum of 6 years experience in financial planning and management, budgeting, accounts, procurement etc with public or private sector organisation.
- Familiarity with government financial procedures and with requirements of externally funded projects would be an advantage.
- Familiarity and experience with CBO based micro credit management and auditing would be a positive advantage.
- Computer literacy in major accounting software is a must.

#### **Responsibilities:**

- Preparing annual budgets of the PMU based on annual workplans and assisting DMUs in drawing up district budgets
- To guide DMUs in their efforts to bring about a Micro Credit Management system at Community and SHG level
- Ensuring maintenance of adequate records of all financial transactions
- Monitoring of funds management at the district level in the project districts including monitoring of financial management procedures of project implementing agencies
- Expediting release of funds to implementing agencies for timely implementation of project activities
- Maintaining overall project accounts
- Negotiating contracts with project partners to be directly funded by the PMU and releasing funds to them
- Ensuring timely submission of reimbursement claims by DMUs and other project partners together with required supporting documentation and following -up on outstanding issues
- Compiling consolidated annual budget for the project
- Preparing consolidated reimbursement claims for submission to IFADs cooperating institution in accordance with GOI procedures
- Procuring vehicles and equipment that are to be procured at PMU/DMU level
- Ensuring adequate internal and external audit procedures are in place for project funds
- Preparing proposals for obtaining donor funding for assisting the FNGO/Is to implement social sector activities
- Supervising the micro credit linkage between Financial Institutions and CBOs is established and maintained.
- To perform all other tasks related to this component as are assigned by the management from time to time.
- Willing to accept tenure of at least three years
- Compensation Rs. 48,000 per month plus allowances as admissible.

## **2. Manager - Communication, Monitoring and Evaluation (1)**

### **Vacancy Code- PMU- M/CME**

Location: Shillong

#### Qualifications

- A Graduate Degree holder in economics, statistics or equivalent with 5 years experience or 4 years experience in M&E work, socio-economic studies or related work. First hand experience in M&E, Planning and design of MIS and communication packages especially and in community participation related International or national projects will be an added advantage.
- Computer literacy a must
- Initiative, commitment and an enquiring mind
- Empathy with rural communities
- Willing to travel extensively
- Willing to accept tenure of at least 3 years

#### Responsibilities

- Monitoring of project activities at the field level in the participating districts
- Preparing consolidated monitoring and progress reports based on reports received from the participating districts and submission of the same to various agencies connected with the project
- Preparing periodic overviews of the project outlining the different trends, strategies and innovations in the participating districts
- Preparing, designing and running of workshops /seminars for project staff as well as for other project stakeholders to enhance the participation, commitment & perception of the aims, objectives, principles and philosophy of the project among project stakeholders.
- Overseeing the implementation of the communication strategy and all activities related to the development of communication tools and dissemination of project results
- To perform all other tasks related to this component as are assigned by the management from time to time
- Compensation Rs. 48,000 per month plus allowances as admissible

### **3. Monitoring & Evaluation Officer (1)**

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

#### **Qualifications and experience:**

- A Graduate Degree holder in Arts/ Science/ Commerce 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.
- Compensation Rs. 30,000 per month plus allowances as admissible

#### **4. Assistant Manager Technical Service (3)**

##### **Vacancy Code DO- ASSTTMTS**

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

##### **Qualification:**

- The Assistant Manager -Technical Services Group should be a graduate degree holder (e.g. agriculture, horticulture, food technology, dairying,, agri-engineering, , forest management etc.) from a premier institute with at least 3 years of experience in identifying and assessing a wide range of technologies and improved practices that are relevant to rural micro and small-scale enterprises.
- He/she should have a demonstrated understanding of rural development both conceptually and at the field level and an understanding of rural enterprise development is also strongly recommended.
- Outstanding professionals from government sector who have a track record of innovations in works related to technological dissemination in rural sector are encouraged to apply.
- Willing to accept tenure of at least 3 years

##### **Responsibilities:**

- Assist in design and implementation of the Project's field demonstrations of livelihood opportunities; recruiting organizations/individuals skilled at demonstration design and implementation;
- work in close co-ordination with DMU of LIPH on institutional, social, equity, gender and environmental concerns of interventions of the project ;
- assist in identifying competent organizations and individuals to undertake search for, identification, assessment and appraisal of improved methods and technologies that are relevant to the project's enterprise development activities; arranging for related technology testing and if necessary demonstration;
- assist in developing partnerships with such organizations for specific technological backstopping to the project ;
- arranging for the appraisal of the technologies and/or improved practices that will be used by the project promoted enterprises;
- Assisting the Business Services Group in identifying investment opportunities;
- Assist in identifying and arranging for necessary technical training required by joint venture partners;
- Provide support for networking with the science and technology, r&d community in India in order to facilitate linkages between LIFCOM, its venture partners and the vast array of technology related institutions throughout India ;
- Documenting the experience of technology demonstration lessons of success and failure from the knowledge management perspective;
- Facilitating communication, transportation and other infrastructural support for BDS through convergence; and
- Any other responsibilities assigned by the management from time to time.
- Compensation Rs. 30,000 per month plus allowances as admissible



## PRESCRIBED FORMAT OF APPLICATION



Prescribed Application format for vacant pots under the MRDS for implementing the Livelihood Improvement Project for the Himalayas (LIPH), a joint development Project of IFAD and Government of Meghalaya.

Attach recent photograph	<b>PERSONAL HISTORY FORM</b>				Date received (For Office Use only)										
	<b>INSTRUCTIONS.</b> Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. Return under sealed cover to <b>Project Director,                  Meghalaya Rural Development Society                  Lower Cleve Colony, Nr. Directorate of Agriculture,                  Shillong 793003</b>														
Indicate Vacancy Code:	Indicate Post title:				What duration of employment interests you <input type="checkbox"/> Indefinite <input type="checkbox"/> Under one year <input type="checkbox"/> 1-3 years <input type="checkbox"/> Short-term consultancy										
<b>Family/Surname</b>	<b>First name</b>		<b>Middle name</b>		<b>Maiden name (if any)</b>										
(A) Address at which you reside at present (indicate since when)				(B) Permanent residence (if different from A)											
Telephone number:				Telephone number:											
Fax number:				Fax number:											
E-Mail address:				E-Mail address:											
Date of birth (day/month/year)		Place/Country of birth		Nationality now		Previous nationality (if any)									
<b>Dependent's name</b>		<b>Date of birth</b>	<b>Relationship</b>		<b>Dependent's name</b>		<b>Date of birth</b>	<b>Relationship</b>							
Knowledge of languages list mother-tongue first	READ				WRITE				SPEAK				For secretarial/clerical grade only Indicate speed in words per minute		
	Excellent	Good	Fair	Slight	Excellent	Good	Fair	Slight	Excellent	Good	Fair	Slight	Language	Typing	Shorthand
													List office skills		
Computer literacy:															

<b>EDUCATION:</b> Give details in chronological order from Pre Metric level. Include short courses and postgraduate studies in your professional/occupation and related fields.				
From	To	Name of school/college/university or equivalent, city/country	Nature of course/studies/ specialization	Certificate/Diploma/Degree obtained

**EMPLOYMENT RECORD:** Starting with your present or most recent post, list in reverse order positions held.  
Attach additional pages if any.

**PRESENT OR MOST RECENT EMPLOYMENT**

Period		Total annual professional income (after tax)		Exact title of your post
From	To	Starting	Most recent	

Give details of substantial allowances or fringe benefits (if any)	Number and type of employees supervised by you, (if any)

Name and address of employer	Name and title of supervisor

Reason for wishing to change employment

Description of your duties and responsibilities

Period		Total annual professional income (after tax)		Exact title of your post
From	To	Starting	Most recent	

Give details of substantial allowances or fringe benefits (if any)	Number and type of employees supervised by you, (if any)

Name and address of employer	Name and title of supervisor

Reason for wishing to change employment

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Period		Total annual professional income (after tax)		Exact title of your post
From	To	Starting	Most recent	

Give details of substantial allowances or fringe benefits (if any)

Number and type of employees supervised by you, (if any)

Name and address of employer

Name and title of supervisor

Reason for wishing to change employment

Description of your duties and responsibilities

**PERSONAL SUMMARY:** Please indicate the relevance of your experience and abilities with the Post you are applying for under MRDS / LIPH; what have been the most significant factors in your career to date; your most useful achievements and contributions; any long-term plans for your future development and how employment with MRDS / LIPH fits into them. We would also like you to describe briefly your activities / hobbies outside your job; any professional societies to which you belong, published articles, pamphlets or books of which you are the author; any skills or areas of knowledge which have not been sufficiently highlighted so far and finally any circumstances, disabilities, health problems or reservations which may restrict your transferability, mobility or travel.

**LEGAL CONVICTIONS:** If you have ever been found guilty of the violation of any law (other than minor traffic violations), give particulars.

Charge	Date	Where tried	Conviction

What or who was your source of introduction to MRDS / LIPH?

What are your remuneration expectations?

When are you available to take up a new appointment?

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any false statements or any required information withheld from this form may provide grounds for the withdrawal of appointment or dismissal if an appointment has been accepted.

Date .....

Signature .....