



**GOVERNMENT OF MEGHALAYA
MEGHALAYA STATE SKILL DEVELOPMENT SOCIETY**



Grove Site Building, 3rd Floor, Keating Road, Shillong, Meghalaya - 793001

Ph No-0364-2502243

email: skills-meg@gov.in

www.mssds.nic.in

No.MSSDS/Admn/322/2019/338,

Dated Shillong the 10th June 2024

ADVERTISEMENT NOTICE

The Meghalaya State Skill Development Society (MSSDS), Department of Labour, Employment & Skill Development, Government of Meghalaya, will be conducting recruitment for the following posts on contractual basis for a period of 1(one) year (extendable).

| S N | Post/Resources/Description | No. of Post | Monthly Remuneration | Required Qualification & Experience |
|----------------|--|------------------------|-------------------------------------|---|
| 1 | <p>Communications & Training Manager</p> <p>Job Description:</p> <ul style="list-style-type: none"> • Provide and enforce consistent, content creation support across a variety of formats (eg creatives, infographics, blog posts, videos) • Handle public relations, information output, and media requests. • Plan social media campaigns or advertising efforts and logistics. • Maintain a calm and positive attitude and work productively by completing priorities as per timelines. • Ensure compliance with Copyright Laws and obtain necessary permissions for media usage, when required. • Travel extensively and adapt to changing schedules and locations. | 1 | ₹45,000/- (including allowances) | <p>A) Desired Qualifications:</p> <ul style="list-style-type: none"> • Master's/Bachelor's Degree in Communication, Journalism, Mass Communication, Public Relations, Advertising, Marketing, Design or related field. <p>B) Desired Experience:</p> <ul style="list-style-type: none"> • Minimum 5(five) years of demonstrable experience in managing media relations (online, broadcast & print), social media management, content creation and editorial, and communications management. • A professional portfolio showcasing previous works/experience in Videography, Photography & Written documentation is highly desirable. • Proficiency in using professional-grade camera equipment, Video editing software (e.g. Adobe Premiere Pro, Final Cut Pro) & Image editing tools (e.g. Adobe Photoshop, Lightroom) <p>C) Essential Skills:</p> <ul style="list-style-type: none"> • Excellent writing and editing skills in English with working knowledge of Khasi/Pnar/Garo. • Strong organizational skills, attention to detail, and the ability to manage a variety of tasks simultaneously and demonstrated ability to review and prioritize work independently and effectively. • Technical Skills with/understanding of basic website design (HTML, CSS), image/video/sound editing (Adobe Design Suite/PageMaker) <p>D) Age Limit: Upto 40 years (In deserving cases, the qualification and experience may be relaxed)</p> |

| S N | Post/Resources/Description | No. of Post | Monthly Remuneration | Required Qualification & Experience |
|--------|---|----------------|-----------------------------------|--|
| 2 | <p>Procurement Assistant (under Phase II of the SHCDM project)</p> <p>Job description:</p> <ul style="list-style-type: none"> ▪ Assist PIU-2 in all procurement activities of the Project. ▪ Assist in preparation of Terms of Reference and Scope of Work for various Training Packages to be taken up under the Project. ▪ Assist in preparation of bidding documents following standard ADB templates and processes, including the commercial and technical requirements of the bidding documents, such that they are ready to be issued. ▪ Assist the PMU and PIUs in organizing pre-bid workshops and in responding to queries from bidders. ▪ Assist in bid evaluation and submission of bid evaluation reports. ▪ Assist in contract negotiations and finalizing the contracts. ▪ Review and support quality assurance and enhancement of bidding evaluation reports for submission to ADB. ▪ Compilation and preparation of reports. ▪ Coordinating and making necessary arrangements during any events or meetings and adhering to logistical requirements as per need. ▪ Assist in monitoring the performance of the TPs and assessment agencies in an objective manner. While reviewing and clearing the bills submitted by the TPs and assessment agencies, ensure that all the required deliverables and milestones, as noted in the contracts, have been met. ▪ Assist in monitoring all contracts, verifying bills and invoices, and preparing withdrawal applications in the format specified by ADB. ▪ Assist in managing contracts and resolving contractual issues. ▪ Ensuring uniform communication is delivered to all bidders and stakeholders. ▪ Any other requirements to ensure attainment of the Project. | 1 | ₹52,264/- (Consolidated + EPF) | <p>A) Desired Qualifications:</p> <p>Graduate or Equivalent Qualification in any stream with minimum 7 total work experience with at least 2 years Procurement experience in donor-funded projects.</p> <p>B) Skills & Proficiencies:</p> <ul style="list-style-type: none"> • Work experience of handling multi-stakeholder projects/ assignments Good communication and interpersonal skills, for dealing with many types of people at all levels in a direct diplomatic way, are essential. • An understanding of customer/client requirements is also necessary. Proficient in commonly software applications like Microsoft Office, Word and Excel. • Able to electronically communicate internally and externally using public and private email and messaging programs. Adept at planning schedules utilizing computer spreadsheet and calendar software. Proficient in creating visual presentations. <p>C) Maximum Age Limit: 45 years. (In deserving cases, the qualification and experience may be relaxed)</p> |

| S N | Post/Resources/Description | No. of Post | Monthly Remuneration | Required Qualification & Experience |
|--------|--|----------------|-------------------------------------|--|
| 3 | <p>Skill Development Officer</p> <p>Job Description:</p> <ul style="list-style-type: none"> • Involve in strategic planning for skill development and training in the district. • Prepare Annual Action Plan, Mobilization Plan and Training plan for the district. • To plan and conduct effective mobilization drives to derive maximum enrolment of youth in skill training programs offered. • To effectively plan and deliver sector specific and demand driven skill training programs in the district. • Assist in monitoring the performance of the Training Providers and ensure that the training targets are realized. • Working closely with the empanelled Training Providers, district administration and other stake holders. • Conduct inspections, collate reports and document activities/programs. • Monitor and review training quality and progress of trainings implemented by MSSDS in the district. • Attend and contribute to all relevant meetings as directed by the office or Senior Management. <p>Place of appointment:</p> <ul style="list-style-type: none"> • East Jaintia Hills District, Khliehriat. | 1 (one) | ₹39,800/- (Including allowances) | <p>i. Post Graduate from any discipline.</p> <p>ii. Desired Experience: Must have 5 (five) years' experience in Skill Development, Rural Development or related fields.</p> <p>iii. Skills & Proficiencies:</p> <ul style="list-style-type: none"> • Proficiency in Microsoft Office, Microsoft Word Office, Excel, PowerPoint, Outlook etc. • Good report writing and analytical skills. • Proficiency in administrative work and other related work. • Excellent communication skills, both verbal and written. • Proficiency in local languages of the State. <p>iii. Age: Not more than 35 Years, with preference of candidates from Jaintia Region.</p> |

| S N | Post/Resources/Description | No. of Post | Monthly Remuneration | Required Qualification & Experience |
|--------|---|----------------|-----------------------------------|--|
| 4 | <p>Project Associate</p> <p>The expert in close cooperation with all the team shall be responsible for the following:</p> <ul style="list-style-type: none"> ▪ Assist the Project Manager, and the other team members in all project activities ▪ Assist in developing project plans, including timelines, milestones, and resource allocation. ▪ Help implement project plans, ensuring tasks are completed on time and within the specified budget. ▪ Perform administrative tasks such as scheduling meetings, preparing meeting materials, and maintaining project documentation. ▪ Assist in managing communication among project stakeholders to keep everyone informed of project progress and updates including clients, vendors, and internal teams. ▪ Collect and compile data relevant to the project for preparation of reports and presentations. ▪ Work with various departments and team members to facilitate collaboration. ▪ Report any issues or potential delays to the project manager. ▪ Any other requirements to ensure attainment of Project goals and objectives. | 4 | ₹28,205/- (Consolidated + EPF) | <p>A) Desired Qualifications:</p> <p>Graduate in any discipline with around 6 years of total work experience and around 2 years of relevant Experience in office administration and project related activities.</p> <p>B) Skills & Proficiencies:</p> <ul style="list-style-type: none"> • Knowledge of Quality tools & processes. • Proficiency in Microsoft Office, Microsoft Word Office, Excel, PowerPoint, Outlook etc. • Good report writing and analytical skills. • Proficiency in administrative work and other related work. • Excellent communication skills, both verbal and written. • Proficiency in local languages of the State. <p>C) Other requirement:</p> <ul style="list-style-type: none"> ▪ Extensive travel and night halt. ▪ Prolong hours of work. ▪ Having a valid driving license. <p>D) Maximum Age Limit: 40 years. (In deserving cases, the qualification and experience may be relaxed)</p> |

Applicants who wish to apply may go through the qualification criteria and submit their applications along with scanned Testimonials/Certificates/Marksheets, through the link provided mssds.nic.in/recruitment.html

The last date for submission of applications is **24th of June 2024** on or before **4:00 PM**. Shortlisted Candidates will be subsequently intimated.



**Executive Director,
Meghalaya State Skill Development Society,
Shillong**