

PIU-1
PROJECT MANAGEMENT UNIT-1
SUPPORTING HUMAN CAPITAL DEVELOPMENT IN MEGHALAYA (ADB)
MEGHALAYA :::: SHILLONG

ADVERTISEMENT

Application duly filled in Standard Form along with complete Bio-Data is hereby invited from the candidates who are the citizens of India as per Article 5-8 of the Constitution of India for filling up the following posts in the office of the undersigned on contract basis for a period of 1 (one) year or which may likely be extended from time to time subject to the satisfactory performance and the continuation of the project/Schemes etc. The requirements maybe made through

- (i) Deputation from Central Government/State Government/Public Sector Undertaking and Autonomous Organization under Central/State Government
- (ii) Recruitment of candidates from open market on contractual basis

Sr no.	Name of the post	Qualification	Desirable Profile/Qualifications	Remuneration
1	Operations & Quality Manager (1 post)	Essential: Any Graduate, Preferably B.E/B. Tech Desired: MBA	<ul style="list-style-type: none"> i. Coordinate & monitor firms executing civil works, supply of furniture, computers etc for Implementation targets ii. Work with PIU4 and DSC for overseeing quality of construction iii. Design Quality processes/templates for different components of Project iv. Prepare quality reports, identify deviations/noncompliance, set corrective plans and monitor v. Visit schools, Training venues for independent evaluation of implementation vi. Improve escalation process of issues and coordination with different agencies for closure vii. Ensure zero deviation from specifications of Equipments/Furniture etc. viii. Ensure highest standards of training & logistics & track feedback from trainees ix. Identify project bottlenecks and preparation of correction plan x. Liaison with different Departments, PIUs, Consultants to ensure smooth implementation of Project components xi. Implementation of Sustainability Plan Minimum years of experience - 7	Rs 50,000 per month (fixed)
2	Executive Assistant (1 post)	Essential: Graduation- Any discipline	<ul style="list-style-type: none"> i. Organize all files, correspondence relating to Project ii. Preparation of letters, communications, minutes of meeting for Chairman iii. Coordinate, schedule meetings iv. Follow-up work, coordination work with different departments, Directorates, Consultants, PIU1, PMU etc. v. Prepare notes, discussion points, status/progress updates for Chairman vi. Secretarial work like dictation, maintaining documents, tracking file movement vii. Any other work as deemed necessary by Chairman Minimum years of experience - 5	Rs 30,000 per month (fixed)

3	Accountant (1 post)	Essential: B.Com Desired: M.Com/MBA Finance	<ul style="list-style-type: none"> i. Daily accounting tasks, bookkeeping of MSIP state Team ii. Preparation of payroll, budget and expenditure of the MSIP state team iii. Preparation of UC's, Fund requisition, Bank Statements iv. Timely validating of bills and release of vendor related payments v. Timely validating and release of travel and other claims vi. Assist and coordinate auditing related works vii. Coordinate with districts for all accounting works viii. Timely preparation of Monthly/Quarterly/Annual reports, <p>Minimum years of experience - 3</p>	Rs 30,000 per month (fixed)
4	Monitoring & Research Associate (1 post)	Essential: Any Post Graduate and PhD	<ul style="list-style-type: none"> i. Preparation of baseline, Coordination of data collection and preparation of regular reports ii. Work with Monitoring Team for preparation of different project reports iii. Coordinate work program & priorities of Monitoring team iv. Design Monitoring Framework, Monitoring indicators and Implement Monitoring plan in line with Project outcomes v. Data collation, quality control, validation vi. Data Analysis and interpretation vii. Work with TTP Partner for validating, preparation of training baseline/endline data, report & training feedbacks viii. Track key parameters like enrolments/Drop outs in Project schools ix. Project Impact Assessment x. Work with NGO for monitoring of PIU1 Communication strategy <p>Minimum years of experience - 7</p>	Rs 50,000 per month (fixed)

Reservation policy as per Government Rules and Regulation

Only those candidates having the qualification and criteria mentioned above may apply for the above mentioned posts and the last date for submission of completed application along with photo copies of all certificates, mark sheets etc. is on or before the **03rd December 2018**. Application submitted after the above date will not be entertained.

Applications are to be submitted to:

Room No.27, 1st Floor,
C/o The Director of School Education & Literacy,
Kennelworth Road,
Laitumkhrah, Shillong – 793001
Meghalaya

Sd/-
Member Secretary,
PIU-1, ADB Project Meghalaya,
Shillong
