

MEGHALAYA SOCIETY FOR SOCIAL AUDIT & TRANSPARENCY
(MSSAT) Meghalaya, Shillong

No.MSSAT/MEGH.2/2016-17/1051

Dated: Shillong the 23rd June 2023

ADVERTISEMENT

Applications are invited from interested candidates from the citizens of Meghalaya for the following post on contract basis subject to the terms and conditions laid down in contract agreement. The post is purely temporary.

Interested applicants can **apply online** via web link **<https://sites.google.com/view/mssatrecruitment>**.

Sl. No.	Name of the Post
1.	Programme Manager- Web, Information Technology & Data Analyst (1)
2.	Junior Consultants (1)

Note:-

1. The post at sl.no.2, involves extensive and mandatory travelling and night stay in the community in rural villages, and representing for attending trainings outside the State and only candidates who are willing to travel may apply for the advertised posts.

Details of vacancies, remuneration, eligible age limit, educational qualification, work experience, documents required for submission is available vide this office order. **No.MSSAT/MEGH.2/2016-17/1052, Dated: Shillong the 23rd June 2023** at this Society website at **<https://mssat.nic.in/>****Application can be filled online via mssat.nic.in latest by the 30th June 2023 . [link for online applications will be closed thereafter].**

Sd/-
Director,
MSSAT, Shillong.

MEGHALAYA SOCIETY FOR SOCIAL AUDIT & TRANSPARENCY (MSSAT)
Meghalaya, Shillong

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Sl. No.	Name of the Post	No. of Post Vacant	Posting	Minimum qualifications	Upper Age Limit	Remuneration per month
1	Junior Consultant [incharge for Garo Hills Region]	1 (one) post	Shillong, Head office	Post Graduate in Public Policy, Development Studies, Rural Development, Social Sciences, Public Administration, Population Studies - additional qualification on Statistics & Data Analyst -Must have obtained an aggregate of 55% marks and above at the PG level.	37 yrs (relaxation for at least 5 years for SC/ST candidates)	Rs 35,000/- monthly salary & travel allowances as per the SAU norm.
Desired Experience: <ol style="list-style-type: none">1. Minimum 3 (three) years of experience in monitoring, evaluation, planning for rural development projects/programmes; well versed in data gathering, research & documentation, will be an advantage2. Knowledge on implementation of various developmental / welfare programs in both the urban and rural areas.3. Preferences shall be given to local candidates of Garo Hills region EssentialTask : <ol style="list-style-type: none">(i) Evaluation of Social Audit Intervention programme(ii) Monitoring and evaluating the performance of the Social Audit Resource Persons who are place at the District, Block and Village Level(iii) Field Tour involving field stay in villages in Khasi, Jaintia and Garo region during the period of field monitoring of Social Audit Resource Persons at the field level. Roles and Responsibilities & Functional requirements for the post:- <ol style="list-style-type: none">1. Overall inputs under the Evaluation of Social Audit Intervention programme:-<ol style="list-style-type: none">i) Assist the lead investigator/s in overall monitoring of the intervention and in conducting Qualitative data collection and analysis						

OFFICE ADDRESS: V.W.BondedWarehouse, Lower Lachumiere, Shillong-793001, Meghalaya.

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- ii) Conduct process monitoring of the intervention and end line surveys
- iii) Assist in capacity building of the project personnel in terms of study objectives, ethical aspects, study tool development, data collection, analysis, integration, reporting and formulating micro-plans.
- iv) Maintain research log of work and provide weekly/biweekly reports as required
- v) Provide periodic updates of progress to the lead investigators and the Government.
- vi) Assist the lead investigators in providing reports and other deliverables
- vii) Undertake/support qualitative data analysis and prepare timely reports and publications.
- viii) Ensure that activities of the project are well coordinated to meet the project timelines.
- ix) Coordinate and ensure field data collection, data verification ensure appropriate consent and data analysis.
- x) Undertake periodic field visits to project sites to review project implementation, identify challenges and support the team in charting appropriate solutions.
- xi) Engage in compiling data and perform appropriate data analysis.
- xii) Any other activities as assigned from time to time by the principal investigator(s).

2. Overall inputs under Social Audits:

- i) To bring in grass root experience and experience in the design and development of Social Audit Manuals, Rules, Guidelines and training modules
- ii) Guide and design the training process for conducting social audits
- iii) Conduct research and data analysis on the findings of social audits
- iv) To evaluate the social audit process and the Resource Persons in the State from time to time and submit reports
- v) To build a strong working relationship of co-operation with credible civil society organizations working with the Mahatma Gandhi NREGA or any the State or Central Schemes in the field so that their support, feedback, and inputs can be obtained on a regular basis
- vi) Identification of skill gaps and organization of training including Development of training calendars schedules.
- vii) To liaise with the district level officials and civil society organizations on different aspects of the social audit process to elicit their partnership and support
- viii) To identify potential candidates for positions of DSARP/BRP/VRP following the recruitment policy the SAU.
- ix) Any other project or institution related activities as assigned from time to time by the Director, SAU.

Note: The above-mentioned activities may require travel and stay in study sites, assigned sites and or collaborating institutions.

Operational Requirements:

- i) Supervise/coordinate local arrangements regarding travel and accommodation of the team during data collection, field verification or for other field activities as and when required
- ii) Supervise field plans and budget for data collection or as and when required

Data/Documentation:

1. Maintain detailed log of work and provide weekly reports.
2. Supervise data collection and upload the data whenever required

Report Writing/Updates:

Provide regular updates to immediate supervisor and write reports and manuscripts for publication

Language Requirements:

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	<p>Fluency in local language and English is required. Knowledge of another local language is an asset.</p> <p>Additional Skills:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Good writing and communication skills are essential. <input type="checkbox"/> Proficiency in relevant computer applications such as Excel, Word, Power Point are essential <input type="checkbox"/> Proficiency with qualitative software (N-vivo or equivalent) and statistical software is desirable 					
Sl. No.	Name of the Post	No. of Post Vacant	Posting	Minimum qualifications	Upper Age Limit	Remuneration per month
2.	Programme Manager-Web, Information Technology & Data Analyst	1 (one) post	Shillong Head office	Post Graduate in Information Technology/ Computer Applications/ Computer Science/ Engineering in Technology. - Must have obtained an aggregate of 55% marks and above at the PG level.	37 yrs (relaxation for at least 5 years for SC/ST candidates)	Rs 35,000/- monthly salary & travel allowances as per the SAU norm.
<p>Desired Experience:</p> <ul style="list-style-type: none"> ● Minimum 3 (three) year of work experience in related professional field Web & Data Analysis. ● Experience of working in Govt./Semi-Govt./PSUs setup ● Knowledge of programming in web development and android, database handling and networking. ● Database design and management of MIS with good knowledge of SQL, MySQL, PostreSql with experience in developing an application with a relational database. ● Knowledge on data interpretation and analysis. ● Maintaining and administering systems related to computer equipment including system and application software. ● Knowledge in handling and developing in Google API account. <p>Essential Skills:</p> <ul style="list-style-type: none"> ● Experience in technologies such as Bootstrap, JQuery, Ajax, CSS, Java script, HTML, XHTML, PHP. ● Proficiency in MS office, Google Docs, etc. ● Strong written and verbal communication. ● Content Management System. ● Good knowledge and understanding of Backend and Frontend technologies. ● Good problem-solving skills and attention to detail. <p>Roles and Responsibilities:</p> <ul style="list-style-type: none"> ● Management of the Society Website, ● IT Infrastructure Management: Procurement, Management and maintaining the IT infrastructure, including hardware (office electronic devices and equipment), software, network systems, and 						

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<p>servers</p> <ul style="list-style-type: none">● Overall incharge of the Social Audit App/Portal(Management, Liaison & Coordination on the Social Audit App/Web portal)● Training, Issues, Errors related to Social Audit App/Web portal,● Maintenance of database and status records related to status of works, schemes,programme, .● Data Interpretation and Analysis● Any other related works as required <p>Additional Skills:</p> <ul style="list-style-type: none"><input type="checkbox"/> Good writing and communication skills are essential.<input type="checkbox"/> Excellent Proficiency in relevant computer applications such as Excel, Word, Power Point are essential<input type="checkbox"/> Excellent Proficiency with qualitative software (N-vivo or equivalent) and statistical software is desirable
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Selection & Appointment process for all Positions at Sl.No. 1&2. :

1.All candidates should apply via the online link at one or before the notified date, i.e. **30th June 2023**

2.All applications shall be screen as per the education qualification, work experience, minimum essential requirements and on submission of valid essential documents. Online **CV (curriculum Vitae) requirements are:-**

I. Full Name, Age, Photo

II. Address and contact details (including email and phone)

III. Educational qualifications – Diploma/degree/s, year and institute qualified from

IV. Language skills (spoken, written skills)

V. Software skills

VI. Work experience (position/job title, organization, duration) if none please state NIL

VII. Research experience (if any) for position at Sl.2.

VIII. Publications (if any)- for position at Sl.2.

IX. Referees (Names, Office/Institutions/Agency) two persons who you have worked or trained under)

X. Any other relevant information

Applications not fulfilling these criteria shall be summarily rejected.

3.List of the shortlisted candidates shall be displayed in the Society website. Mere eligibility will not entitle any candidate for being called for Written Examination OR Social Audit Rural Appraisal Test OR Personal Interview . The MSSAT reserves the right to place a reasonable limit on the total number of candidates to be called for WRITTEN EXAMINATION, SOCIAL AUDIT RURAL APPRAISAL TEST or PERSONAL INTERVIEW. Fulfillment of essentials qualification parse does not entitle a candidate to be called for WRITTEN EXAMINATION, RURAL APPRAISAL TEST or PERSONAL INTERVIEW. The Society reserves the right to conduct any additional test at any time during the recruitment .

4.The date, time and venue will be communicated to the candidate via Update in the Website or Phone or E-mail. Candidates are advised to clearly indicate their contact number and E-mail address to facilitate faster communication and update from the Society’s Website.

5.The Appointment and placement shall be given to successful candidates based on the Personal Interview (PI) results. Successful Candidates shall be place for a probation period of 6 (six) months

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from the date of appointment after declaration of the results. The confirmation of appointment shall be given after the candidate have successful completed the probation period as per the terms and condition of the Society. The candidates shall be paid remuneration of 90 % of the total cost as advertise during the probation period.

Sd/-
Director.
MSSAT, Shillong.