



### Advertisement

The Meghalaya Early Childhood Development Mission Society (MECDMS) invites applications from the eligible candidates in prescribed format to fill up the following positions on a contractual basis.

#### 1. Name of the positions

S. No	Position	Qualifications & Experience	Place of Posting	Monthly Salary	Number of Positions
1.1	Programme Manager- Early Childhood Education (ECE)	<p><b>Qualification:</b> Post Graduate Degree in Education or related fields from a recognised University</p> <p><b>Required Experience:</b> A minimum of 5 years in the education sector.</p> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>Strong communication and interpersonal skills.</li> <li>Results-oriented with a proactive approach and the ability to take initiative.</li> <li>Strong organizational skills and the ability to work collaboratively across various teams and stakeholders.</li> <li>Excellent writing, interpersonal relationship, and communication skills in English, Khasi/ Jaintia/ Garo with the ability to create high-quality reports and proposals.</li> </ol> <p><b>Requirement:</b> Willing to travel extensively to both urban &amp; rural areas to interact, improve &amp; understand the field level challenges in implementing ECCE components in AWCs.</p>	Shillong	Rs. 50,000/-	1
1.2	Programme Manager- Monitoring & Evaluation (M&E)	<p><b>Qualification :</b> Post Graduate Degree in Business Administration, Economics, Statistics or any related fields from a recognised University</p> <p><b>Required Experience:</b> Minimum of 5 years of experience in the design and implementation of M&amp;E/MIS in development projects.</p> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>Experience in designing tools and strategies for data collection, analysis and production of reports.</li> <li>Proven ICT skills, especially in the development of MIS software using database software;</li> <li>Expertise in analyzing data using statistical software</li> <li>Strong training &amp; facilitation skills.</li> <li>Proficiency in English, and Khasi/Jaintia/Garo</li> </ol> <p><b>Requirement:</b> Willing to travel extensively to both urban and rural areas to engage with stakeholders, assess field-level challenges, and ensure effective implementation of program components. Responsible for monitoring, evaluating, and providing support to improve program outcomes and address challenges on the ground.</p>	Shillong	Rs. 50,000/-	1
1.3	Data Analyst	<p><b>Qualification :</b> Post Graduate in Data Science, Statistics, Computer Science/ Computer Applications, or a related field from a recognised University</p> <p><b>Required Experience:</b> Minimum of 4 years of experience in Data Science, Statistics, research study, survey.</p> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>Strong proficiency in data analysis tools (e.g., Excel, SQL, Python, SPSS).</li> <li>Experience with data visualization tools (e.g., Tableau, Power BI, mapping software).</li> <li>Strong problem-solving skills and attention to detail.</li> <li>Ability to communicate complex data findings to non-technical stakeholders.</li> <li>Excellent organizational and time-management skills.</li> </ol> <p><b>Requirement:</b> Handling large datasets involves managing, cleaning, and analyzing data to ensure accuracy and consistency. The role requires efficient data management, clear presentation of data.</p>	Shillong	Rs. 40,000/-	2

1.4	Assistant Manager (Finance & Accounts)	<p><b>Qualification:</b> CWA-Inter/ CA-Inter/ MBA (Finance) / Post Graduate or Graduate in Commerce /Accounting or any related field from a recognised University</p> <p><b>Required Experience:</b></p> <p>i) For CWA-Inter/ CA-Inter/Post Graduate in Commerce/Accounting/ MBA (Finance) : Minimum 01 year of proven experience as finance manager or financial analyst in any financial sector or project in the government sector.</p> <p>ii) For Graduate in Commerce/Accounting: Minimum 03 Years of experience as finance manager or financial analyst in any financial sector or project in the government sector.</p> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>Strong organisational skills, attention to detail and the ability to manage a variety of tasks simultaneously</li> <li>Strong interpersonal skills and stakeholder management.</li> <li>Proficient user of accounting or finance software</li> <li>Computer skills with emphasis on Microsoft Office / Google apps</li> <li>Should have good analytical &amp; statistical skills and communication skills</li> </ol>	Shillong	Rs. 35,000/-	1
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- The candidates will have to apply through Online or Offline Application mode which can be availed at the office of Meghalaya Early Childhood Development Mission office located at 1<sup>st</sup> Floor, Moreau Institute of Integral Training Campus, Brookdene, Jowai Road, Dhankheti, Shillong-793001.
- For online application: Link:
  - Programme Manager- Early Childhood Education (ECE): <https://tinyurl.com/ececrisp>
  - Programme Manager- Monitoring & Evaluation (M& E): <https://tinyurl.com/mnecrisp>
  - Data Analyst : <https://tinyurl.com/data-crisp>
  - Assistant Manager (Finance & Account) : <https://tinyurl.com/fnacrisp>
- Interested candidates may collect application forms between **10:00 AM to 05:00 PM** from **3<sup>rd</sup> September, 2025 up to 17<sup>th</sup> September, 2025**.
- Candidates are advised to go through the Terms of Reference and the Terms & Conditions of the recruitment process thoroughly and satisfy themselves of their eligibility before applying which is available on Social Welfare Department website <https://megsocialwelfare.gov.in> or on the Office Notice Board.
- The job requires extensive long working hours, only such candidates who have the commitment to serve the community and possess the requisite aptitude, should apply.
- Local Candidates will be given preference.

**Sd/-**  
**Chief Executive Officer**  
**Meghalaya Early Childhood Development Mission**