

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

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No.MSSAT/MEGH.2/2016-17/77- 9233

Dated: Shillong the 17<sup>TH</sup> JUNE 2021

**JOB ADVERTISEMENT**

Applications are invited from interested candidates 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>**. The **link will be closed at 5:00 PM on the 21<sup>st</sup> July 2021**

Sl. No.	Name of the Post	No. of Post Vacant	Minimum qualifications	Work Experience	Upper Age Limit	Remuneration per month
1.	Junior Consultant	5 (five) posts	Post Graduate in in statistics, demographics, public policy, development studies, social sciences, engineering or related disciplines.	Minimum 2 (two) years of work experience in monitoring, evaluation, planning, well versed in data gathering, research & documentation.	28-34 yrs (relaxation for at least 5 years for SC/ST candidates)	Rs 35,000/- monthly salary & travel allowances as per the SAU norm.

The details for the job description may be downloaded from the [mssat.nic.in](http://mssat.nic.in).

  
(S. Sharma)  
Director.

**Memo. No.MSSAT/MEGH.2/2016-17/77(A)-**  
Copy To:

**Dated Shillong, the 17<sup>th</sup> JUNE 2021**

5. The Principal Secretary, Programme Implementation & Evaluation Department for favour of kind information.
6. The SIO, NIC, Shillong for posting the advertisement in the website of MSSAT i.e, [mssat.nic.in](http://mssat.nic.in).
7. The Director of Information and Public Relation Department for printing of the advertisement in one issue of The Shillong Times, U Nongsain Hima & Salantini Janeira on or before **21<sup>st</sup> June 2021** .Bills in triplicate may be submitted to the office of the Director, MSSAT.
8. The Account Section, MSSAT, Shillong.

  
(S. Sharma)  
Director.

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**Job Title:** Junior Consultant

**Organization:** MEGHALAYA SOCIETY FOR SOCIAL AUDIT AND TRANSPARENCY (MSSAT),  
a registered society under the aegis of the Government of Meghalaya.

**Location:** Meghalaya

**Specific location:** MSSAT, Shillong

**Nos. of Post :** 5 (five) Nos.

**Upper Age Limit:** 28-34 yrs (relaxation for at least 5 years for SC/ST candidates)

**Remuneration per month:** Rs 35,000/- monthly salary & travel allowances as per the SAU norm.

**Closing date of applications:** 5<sup>th</sup> July 2021

**Address for receiving of applications:** <https://sites.google.com/view/mssatrecruitment>.

**Task :** (i) Evaluation of Social Audit Intervention programme

(ii) Monitoring and evaluating the performance of the Social Audit Resource Persons who are placed 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.

**Functional requirements for the post:-**

**1. Overall inputs under the Evaluation of Social Audit Intervention programme:-**

- i) Assist the lead investigator/s in overall monitoring of the intervention and in conducting Qualitative data collection and analysis
- 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. Assist the lead investigators in providing reports and other deliverables
- vi) Undertake/support qualitative data analysis and prepare timely reports and publications.
- vii) Ensure that activities of the project are well coordinated to meet the project timelines.
- viii) Coordinate and ensure field data collection, data verification ensure appropriate consent and data analysis.
- ix) Undertake periodic field visits to project sites to review project implementation, identify challenges and support the team in charting appropriate solutions.
- x) Engage in compiling data and perform appropriate data analysis.
- xi) 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

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- 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 organisation of trainings 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

**Qualification:**

Post-graduate degree in Public Health / Social Science/ Social Work/ Sociology/ Medical Anthropology/Rural Development/ Rural Development and Agricultural Production/Statistics/Demographics/ MBA in Project Management or Development Studies/Public Policy/Public Administration or other equivalent qualifications in a related discipline with relevant work experience will also be considered

**Language Requirements:**

Fluency in Khasi/Jaintia/Garo and English is required. Knowledge of another local language is an asset.

**Additional Skills:**

- Good writing and communication skills are essential.
- Proficiency in relevant computer applications such as Excel, Word, Power Point are essential
- Proficiency with qualitative software (N-vivo or equivalent) and statistical software is desirable

**Experience:**

Desirable: Two (2) years of relevant work experience will be an advantage having.

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Knowledge on implementation of various developmental / welfare programs in both the urban and rural areas.

- Interested applicants can **apply online** via web link <https://sites.google.com/view/mssatrecruitment>.
- Applications received for this job position/s may be considered for other suitable available positions at CSCMI/IIPH, Shillong also. Only short-listed candidates will be contacted. Selection and short-listing of the candidates will solely be done at the discretion of MSSAT & CSCMI/IIPH, Shillong; the MSSAT & CSCMI/IIPH, Shillong reserve the right for selection criteria and procedures. Candidate(s) will be free to accept/reject such employment offer as per his/her discretion.

CV requirements @ <https://sites.google.com/view/mssatrecruitment>.

- 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)
- VIII. Publications (if any)
- IX. Referees (Names, Office/Institutions/Agency) two persons who you have worked or trained under)
- X. Any other relevant information

  
(S. Sharma)  
Director.