



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.

Name of the positions

S. No	Position	Qualifications & Experience	Place of Posting	Monthly Salary	No. of Positions
1.1	Programme Manager – Strategic Partnerships	Qualification: Post Graduate or Graduate in Public Policy, Public Administration, Public Relation, Communications, Management or equivalent field Experience: Minimum 5 years of experience in partnerships, business development, corporate relations or in a similar role for Government Projects/ Large PSUs/Multi-National Companies etc. Essential Skills: • Strong communication and interpersonal skills and relationship-management skills.. • Excellent negotiation and relationship-management abilities. • Strong networking and stakeholder-management skills. • Strong organizational and project-management skills. • Ability to work independently as well as collaboratively with internal teams. • Ability to understand organisational strategy and align partnerships with long-term goals. • Systems-thinking approach with the ability to identify linkages, intersections, and opportunities across multiple partners and initiatives. • Good understanding of partnership strategies. • Proficiency in preparing reports, presentations, proposals, and partnership documentation	Shillong	Rs 50000/-	1
1.2	Programme Manager – Information Technology	Qualification: B.Tech / B.E. in Computer Science/ Application, Information Technology, or equivalent field Experience: Minimum 5 years of relevant experience required; knowledge of hardware and ERP systems will be an added advantage Essential Skills: • Experience in managing , updating and enhancing the MIS to ensure efficient data management and reporting • Experience in overseeing the day-to-day IT operations, including system support, troubleshooting, and coordination • Ability to handle overall IT-related functions to ensure smooth functioning of systems and processes	Shillong	Rs 50000/-	1
1.3	Early Childhood Development (ECD) Young Professionals	Qualification: Bachelors or Masters (preferable) degree in relevant fields such as nutrition, health, social work, public health, education, development studies etc. Essential Skills: • Proficiency in IT skills, including Microsoft Office and G-Suite applications. (Google doc, spreadsheet and slides) particularly ability to make presentations. • Ability to work in cross-cultural context and ability to speak and write in any local language is advantageous. • Excellent communication, time management, prioritisation, and organisational skills.	• Shillong (3) • Nongstoin • Mairang • Mawkyrwat • Jowai • Khliehriat • Nongpoh • Tura • Resubelpara • Ampati • Williamnagar • Baghmara	Rs 22100/-	14

		• Adaptability to thrive in a dynamic environment; strong critical thinking, problem-solving abilities, and initiative-taking. • Intellectual curiosity and a proactive approach to tasks Requirement: The work will entail frequent travelling to the project cluster/village			
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2. 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 1st Floor, Moreau Institute of Integral Training Campus, Brookdene, Jowai Road, Dhankheti, Shillong-793001.
3. For online application: Link:
 - 3.1 Programme Manager – Strategic Partnerships : <https://forms.gle/2TKkB3gMVRJq4PQs6>
 - 3.2 Programme Manager – Information Technology: <https://forms.gle/V68LPU72VR6MaqVZ6>
 - 3.3 Early Childhood Development (ECD) Young Professionals: <https://forms.gle/TTXchbCi7o7rF7oR9>
4. Interested candidates may collect application forms between **10:00 AM to 05:00 PM** from **1st October, 2026** up to **16th October, 2026**
5. 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 the official website : www.mecdm.in or on the Office Notice Board.
6. 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.
7. Local Candidates will be given preference.

Sd/-
Chief Executive Officer
Meghalaya Early Childhood Development Mission



No. MECDM/HR Advertisement/Vol 1/ 203/2024-25/576/6118

Dated Shillong, 30th September ,2026

Terms of Reference

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.

Name of the positions

S. No	Position	Qualifications & Experience	Place of Posting	Monthly Salary	No. of Positions
1.1	Programme Manager – Strategic Partnerships	Qualification: Post Graduate or Graduate in Public Policy, Public Administration, Public Relation, Communications, Management or equivalent field Experience: Minimum 5 years of experience in partnerships, business development, corporate relations or in a similar role for Government Projects/ Large PSUs/Multi-National Companies etc. Job Description: - Identify and research potential external partners aligned with the organization's goals and objectives. - Initiate partnership discussions and represent the organization in external meetings and events. - Explore opportunities for joint projects, events, campaigns, sponsorships, collaborations, and business development. - Support the identification, development, management, and coordination of strategic and technical partnerships that contribute to the organization's vision and priorities. - Maintain a portfolio-level understanding of partnerships, ensuring alignment with organizational goals. - Coordinate with internal teams to ensure successful execution of partnership initiatives. - Manage ongoing partner communication and ensure commitments are delivered on time. - Build and maintain strong relationships with existing and prospective partners. - Develop partnership proposals, presentations, and collaboration plans. - Negotiate partnership terms, agreements, benefits, and deliverables. - Monitor partnership performance and prepare regular reports on outcomes, engagement, and impact. Essential Skills: - Strong communication and interpersonal skills and relationship-management skills.. - Excellent negotiation and relationship-management abilities. - Strong networking and stakeholder-management skills. - Strong organizational and project-management skills. - Ability to work independently as well as collaboratively with internal teams. - Ability to understand organisational strategy and align partnerships with long-term goals. - Systems-thinking approach with the ability to identify linkages, intersections, and opportunities across multiple partners and initiatives. - Good understanding of partnership strategies. - Proficiency in preparing reports, presentations, proposals, and partnership documentation.	Shillong	Rs 50000/-	1

1.2	Programme Manager – Information Technology	Qualification: B.Tech / B.E. in Computer Science, Application, Information Technology, or equivalent field Experience: Minimum 5 years of relevant experience required; knowledge of hardware and ERP systems will be an added advantage Job Description: • Ensure accurate and timely data entry, generate reports as required • Monitor data quality, and implement improvements or new features to make the MIS more efficient and user-friendly • Handle routine system maintenance • Provide user support for software and hardware issues • Troubleshoot technical problems, and ensure minimal downtime across systems • Monitor network performance, maintain servers and basic IT infrastructure • Coordinate with vendors if required • Ensure all systems are running securely and efficiently • Any other work as per requirement Essential Skills: • Experience in managing , updating and enhancing the MIS to ensure efficient data management and reporting • Experience in overseeing the day-to-day IT operations, including system support, troubleshooting, and coordination • Ability to handle overall IT-related functions to ensure smooth functioning of systems and processes	Shillong	Rs 50000/-	1
1.3	Early Childhood Development (ECD) Young Professionals	Qualification: Bachelors or Masters (preferable) degree in relevant fields such as nutrition, health, social work, public health, education, development studies, and other related fields Job Description: • Support in planning and implementation of early childhood/ health & development programs, including preschool readiness, nutrition, and caregiver engagement activities • Assist in developing learning materials, activity plans, and training modules for Anganwadi workers (AWWs), or field staff • Assist in monitoring program progress through field visits, data collection, and reporting to ensure quality and impact • Assist in coordinating with different community stakeholders for effective program delivery • Assist in conducting research, documentation, and analysis to support policy inputs and program improvements • Hand holding support to the AWWs Essential Skills: • Proficiency in IT skills, including Microsoft Office and G-Suite applications. (Google doc, spreadsheet and slides) particularly ability to make presentations. • Ability to work in cross-cultural context and ability to speak and write in any local language is advantageous. • Excellent communication, time management, prioritisation, and organisational skills. • Adaptability to thrive in a dynamic environment; strong critical thinking, problem-solving abilities, and initiative-taking. • Intellectual curiosity and a proactive approach to tasks Requirement: The work will entail frequent travelling to the project cluster/village	• Shillong (3) • Nongstoin • Mairang • Mawkyrwat • Jowai • Khliehriat • Nongpoh • Tura • Resubelpara • Ampati • Williamnagar • Baghmara	Rs 22100/-	14

Guidelines for Application/ Eligibility Criteria for various post under the MECDM

The appointments to the posts mentioned are purely temporary and on contractual basis and no claim whatsoever can be made for any permanent position with the Government or any organisation under it. Application has to be submitted only after the applicant has satisfied himself/herself to the terms and conditions laid down in the guidelines as under:-

1. 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 1st Floor, Moreau Institute of Integral Training Campus, Brookdene, Jowai Road, Dhankheti, Shillong-793001
2. For Online application: Link :
 - 2.1. Programme Manager – Strategic Partnership : <https://forms.gle/2TKkB3gMVRJq4PQs6>
 - 2.2. Programme Manager – Information Technology: <https://forms.gle/V68LPU72VR6MaqVZ6>
 - 2.3. Early Childhood Development (ECD) Young Professionals: <https://forms.gle/TTXchbCi7o7rF7oR9>
3. The dates for submitting the form is from **10:00 AM** of the **1st October, 2026** up to **05:00 PM** of **16th October, 2026**.
4. The Number of available vacancies is **1 position** for Programme Manager – Strategic Partnership and Programme Manager – Information Technology. For Early Childhood Development (ECD) Young Professionals, the number of vacancies is **14 positions**.
5. **Place of Posting:** Both the positions will be posted in Shillong
6. The maximum age is **45 years**.
7. The candidates should have obtained at least **45%** marks from **recognized Universities or Institutions** as the case may be.
8. No application fee is required to be paid along with the application.
9. All posts are transferable, involve extensive travelling, and stay at villages. Candidates willing to undertake such travels and stay only may apply.
10. Candidates, who can speak, read and write the local language will be given more preference.
11. Candidates should have good communication skills, proficiency in working on Microsoft Packages, Google Suite etc.
12. **List of documents to be submitted along with the Applications**
 - i. Passport sized photograph
 - ii. Self-attested copies of documents/certificates are required to be submitted in support of the following:
 - iii. Date of birth Proof
 - iv. Address Proof
 - v. Highest Educational Qualification only
 - vi. Caste/Tribe Certificate (if applicable)
 - vii. Disability Certificate (if applicable)
 - viii. Working Experience Certificate only (Internship Certificate not allowed).
 - ix. Curriculum Vitae (CV)
13. **Method of Recruitment:**
 - i. The shortlisted candidates will be informed by e-mail and subjected to undergo the multi-modal selection process, which will include a preliminary examination that will test the verbal, quantitative and analytical abilities of the candidates and thereafter, a group discussion, skill test, and /or any such other tests as MECDM may decide.
 - ii. The screening of the candidates will take place at every stage of the examination.
 - iii. The preliminary examination will be held at Shillong/ Tura
 - iv. Candidates appearing for the Examination will not be paid any TA/DA.
14. **General Instructions:**
 - i. Candidates are advised to read the above mentioned eligibility criteria and other conditions prescribed for the post very carefully before applying.
 - ii. Candidates are to bring Proof of Qualification with either Marksheet/ Provisional Certificate/ Completion Certificate of the latest qualification only.
 - iii. Candidates who are working in any private/ public sector may furnish a 'No Objection Certificate' from their Controlling authority at the final stage of selection.
 - iv. Candidates should provide proof of Date of Birth as per the Birth Certificate issued by the Registrar of Births & Deaths or as entered in Matriculation.
 - v. Candidates should provide any address proof duly Certified/Issued by the Government. (eg. Valid Indian Passport/EPIC/Driving Licence/Aadhar Card).
 - vi. Candidates are advised to fill their correct and active email addresses and contact number in the application form to enable MECDM to use it for correspondence purposes. If a mail sent to a candidate bounces for any reason, MECDM will not take any responsibility.
 - vii. Incomplete applications in any respect and ineligible applicants will be summarily rejected. No further correspondence in this regard shall be entertained.
 - viii. Candidates should regularly check their email for a call letter.
 - ix. For further query, candidates can send an email to meedmhr@gmail.com

15. Debarment:

- i. Any candidate furnishing incorrect information or making false declaration regarding his/her eligibility at any stage or suppressing any material information is liable to be debarred from appearing in any recruitment stage and would entail summary rejection of their candidature for this recruitment.
- ii. MECDM is authorised to recruit and select candidates, maintaining utmost confidentiality at all times. Any attempt by anyone causing a breach or attempting to cause any breach of the process of this or any such action which violates or likely to violate the fair practices will be a sufficient ground for debarment of candidate/s for this recruitment.
- iii. If any candidate is or has been found impersonating or procuring impersonation by any person or resorting to any other irregular or improper means in connection with his/her candidature for selection or obtaining support of candidature by any means, he/she shall be liable to be debarred for this recruitment in addition to rendering himself/herself liable to criminal prosecution.
- iv. Canvassing directly or indirectly for the above-mentioned posts shall disqualify a candidate and the decision of MECDM shall be final and binding in this regard.

Sd/-
Chief Executive Officer
Meghalaya Early Childhood Development Mission