



GOVERNMENT OF MEGHALAYA  
MEGHALAYA STATE SKILL DEVELOPMENT SOCIETY



Grove Site Building 3<sup>rd</sup> Floor, Keating Road, Shillong, Meghalaya - 793001

Ph No-0364-2502243 | email: skills-meg@gov.in | www.mssds.nic.in

No.MSSDS/Admn/322/2019/308,

Dated Shillong the 31<sup>st</sup> January 2024

**ADVERTISEMENT FOR THE POST: MONITORING & EVALUATION MANAGER**

The Meghalaya State Skill Development Society (MSSDS), Department of Labour, Employment and Skill Development, Government of Meghalaya, will be conducting recruitment for the following post on contractual basis for a period of 1(one) year (extendable).

Name of Post	No	Monthly Remuneration	Terms of Reference
Monitoring & Evaluation Manager	1	₹52,800 (inclusive of benefits)	<p><b>Job Title:</b> Monitoring &amp; Evaluation Manager.</p> <p><b>Location:</b> Head Office, Shillong.</p> <p><b>Salary:</b> ₹52,800/- including benefits.</p> <p><b>Job Description:</b></p> <ul style="list-style-type: none"><li>Develop and implement monitoring and evaluation plans for the Skill Development Projects.</li><li>Conduct research and analysis to identify areas of improvement.</li><li>Develop and implement strategies to improve the effectiveness of the Skill Development Projects.</li><li>Develop and maintain databases to track project progress.</li><li>Prepare reports on project progress and present findings to Senior Management.</li><li>Ensure compliance with project objectives and timelines.</li><li>Identify risks and develop mitigation strategies.</li><li>Provide technical assistance to project staff on monitoring and evaluation.</li></ul> <p><b>Requirements:</b></p> <ul style="list-style-type: none"><li>Maximum Age Limit: 45 Years.</li><li>Post Graduate in Social Sciences, Statistics, or a related field.</li><li>Relevant work experience of 5(five) years in Monitoring and Research.</li><li>Strong analytical skills and attention to detail.</li><li>Excellent communication skills.</li><li>Ability to work independently and as part of a team.</li></ul>

Applicants who wish to apply may go through the qualification criteria and submit their applications along with scanned Testimonials/Certificates/Marksheets, through the link provided [mssds.nic.in/recruitment.html](http://mssds.nic.in/recruitment.html)

The last date for submission of applications is **15th of February 2024** on or before **4 PM**. Shortlisted Candidates will be subsequently intimated.

**Executive Director,**  
**Meghalaya State Skill Development Society,**  
**Shillong**