

**GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER
RI BHOI DISTRICT, NONGPOH
MEGHALAYA**

ADVERTISEMENT

For the implementation of the POSHAN (PM's Overarching Scheme for Holistic Nourishment) Abhiyaan- National Nutrition Mission. The Deputy Commissioner of Ri Bhoi District invites application for eligible and interested candidates who are domicile of Meghalaya for the following posts on contract basis.

District Level

1. District Coordinator (1 post)
2. District Project Assistant (1 post)

Block level

1. Block Coordinator (3 post)
2. Block Project Assistant (3 post)

Sl. No	Position	Consolidated Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
1	District Coordinator	Rs. 30,000/- per month. Annual increase @3% of remuneration may be granted, subject to performance	Graduate or certificate/diploma in computer science or IT <ul style="list-style-type: none"> At least 2 years experience in application maintenance 	<ul style="list-style-type: none"> 4 years experience in application maintenance and support. Formal training on IT/Computer Experience 	<ol style="list-style-type: none"> Supporting training of Block helpdesk in ICT-RTM Supervise Block helpdesk. Support district level ICDS officials on usage of CAS System Escalate issues as needed Logging and managing issues in the Issue

			&support <ul style="list-style-type: none"> • Good oral and written communication skills in local language • Computer literacy must. • Willingness to travel a must. • Mandatorily local candidates should be engaged. 	working with technology & software application support <ul style="list-style-type: none"> • Proven ability to successfully handle multiple tasks within a team environment • Great attention to detail and problem solving skill 	Tracker application (CAS application). <ol style="list-style-type: none"> 6. Provide general application support i.e. solve issues escalated from Block Level in regard to mobile application, web application or reporting 7. Extend help for lost/stolen phones. 8. Monitor worker activity reports. 9. Follow up on actions from activity reports 10. Any other tasks that may be assigned by the Director.
2	District Project Assistant	Rs. 18,000/- per month. Annual increase @3% of remuneration may be granted, subject to performance	Graduate Degree/Post Graduate Diploma in management/Social Sciences/Nutrition <ul style="list-style-type: none"> • Minimum 2 years work experience of capacity building with supervisory skill. • Good oral and written communication skills in local language and fair skills in English • Good Computer skills/knowledge of internet/email. 	<ul style="list-style-type: none"> • 3 years experience of working in Social program. • Experience of working on Government Programs in the social sector- Health, Nutrition, Education, Water and sanitation 	<ol style="list-style-type: none"> 1. Support and supervise timely implementation of all Mission activities in the district 2. Facilitate and participate in all capacity building initiatives undertaken within the Project at District and Block Level 3. Periodically assess capacity building needs of district and block level ICDS staff and functionaries and organize and facilitate relevant trainings as per the guidance of the DPO and Commissioner/Director, ICDS 4. Ensure timely completion and monitoring of planned community mobilization activities within the district to strengthen the demand for ICDS services 5. Make regular monitoring and supportive supervision visits within the district to provide on-sire support to CDPOs and the ICDS Supervisors to ensure all project

			<ul style="list-style-type: none"> • Ability to work in a team and willingness to travel extensively. • Mandatorily local candidates should be engaged. 		<p>activities are completed as per schedule</p> <ol style="list-style-type: none"> 6. During monitoring and supervision visits, review and ensure maintenance of reporting formats for all Mission activities 7. Ensure effective coordination between the existing ICDS programme activities and project activities, wherever required, in collaboration with the DPO. 8. Ensure collation of Utilization Certificates from Anganwadis for activities under the Mission and their correct aggregation at the CDPO and DPO level. 9. Prepare monthly progress/monitoring reports in the prescribed formats for project activities and submit the same to the DPO and Commissioner/Director, ICDS. 10. Coordinate with the related line departments at the district level for facilitating convergent/multi-sectoral activities under the mission 11. Facilitate engagement with potential civil society organization, NGOs, etc. For partnership and support for project implementation. 12. Any other task assigned by DPO
3	Block Coordinator	Rs. 20,000/- per month	<p>Graduate</p> <ul style="list-style-type: none"> • At least 2 years' experience of 	<ul style="list-style-type: none"> • Formal training on IT/computer • Worked with front line workers in any 	<ol style="list-style-type: none"> 1. Supporting training of AWWs and Supervisors in information and Communication Technology enabled Real Time Monitoring(ICT-RTM)

		Annual increase @ 3% of remuneration may be granted, subject to performance	<p>working with technology and software application support</p> <ul style="list-style-type: none"> • Good oral and written communication in local language. • Mandatorily local candidates should be engaged 	<p>Social Development Program of Government</p> <ul style="list-style-type: none"> • Proven ability to successfully handle multiple task with a team environment • Attention to detail and problem solving skills 	<ol style="list-style-type: none"> 2. Monitoring usage of ICT-RTM by AWWs by using CAS Report and follow-up on low usage. 3. Providing in-person and over-phone troubleshooting support to users facing hardware or software problems with mobiles, tablets and basic issues with CAS application. 4. Logging issues in the Issue Tracker application, which is part of CAS 5. Training reinforcement to AWWs identified as low performers using CAS Report 6. Providing performance feedback to AWWs 7. Submitting phones to Original equipment Manufacturer (OEM) for Hardware replacement and repair 8. Escalation of issues to Block/District Coordinator via the issue Tracker application. Criteria for escalation will defined in CAS Guidelines. 9. Supporting Block Level ICDS official on usage of CAS system. 10. Any other task as indicated by CDPO
	Block Project Assistant	<p>Rs. 15,000/- per month.</p> <p>Annual increase @ 3% of remuneration may be granted, subject to</p>	<p>Graduate.</p> <ul style="list-style-type: none"> • At least 1 year experience of working with community/ Local Government. 	<ul style="list-style-type: none"> • Worked with front line workers in any Social Development Program of Government • Proven ability to 	<ol style="list-style-type: none"> 1. Supervising overall implementation of the Mission activities in the block. 2. Organization/facilitation of the trainings of ICDS Supervisors and AWWs in coordination with the District Team. 3. Making regular supportive supervision visit to AWCs, provide on-site support to

		performance	<ul style="list-style-type: none"> • Good oral and written communication in local language • Mandatorily local candidates should be engaged. 	successfully handle multiple task within a team environment <ul style="list-style-type: none"> • Attention to detail and problem solving skills. 	AWWs and monitor implementation. <ol style="list-style-type: none"> 4. Preparing monthly progress/monitoring report in the prescribed format and submit the same to the District Coordinator; etc. 5. Any other task as indicated by CDPO
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Application will be received till 24th August, 2018.

Candidates without the desirable qualifications/experience need not apply.

** The applications duly filled along with 2 (two) attested passport size photographs, attested copies of certificates and self addressed envelope size 4X1 may be submitted to the respective Child Development Project Officer, of Umsning, Umling and Jirang ICDS Projects.

Sd/-
Deputy Commissioner
Ri Bhoi District, Nongpoh

Copy to:

1. The Deputy Secretary to the Government of Meghalaya, Social Welfare Department.

In compliance to the letter no. SW(S)3/2018/277 Dated 14th May, 2018-07-18

2. The Director of Social Welfare Department, Meghalaya, Shillong for information
3. The District Information and Public Relation, with the request to publish in one issue of one local daily (English, Khasi)
4. District Informatics Officer, NIC, Ri Bhoi District, Nongpoh , for posting the advertisement in district website
5. The District Social Welfare Officer of Ri Bhoi District, Nongpoh for information and to display the advertisement in the office notice board
6. The District Programme Officer, ICDS Cell, Ri Bhoi for information and to display the advertisement in the office notice board.
7. All Child Development Project Officer Ri Bhoi District for information and to display the advertisement in the office notice board and receiving applications for Block


Deputy Commissioner
Ri Bhoi District, Nongpoh