



GOVERNMENT OF MEGHALAYA
HEALTH AND FAMILY WELFARE DEPARTMENT



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OFFICE OF PROJECT DIRECTOR
MEGHALAYA AIDS CONTROL SOCIETY
SHILLONG

No. PD/MACS/APPT-NACP V/759/2023/111

Dated Shillong the 17th April 2023

Advertisement for Appointment of Staff on Contract basis

The Office of the Meghalaya AIDS Control Society, Shillong invites application from eligible candidates who are citizens of India for appointment of following Staff on Contractual basis for a period of 1 (one) year

Sl. No	Name of Post	No. of Post	Educational Qualification	Experience	Monthly Remuneration
1	Assistant Director (ICTC)	1	MBA in Health Management or Master in Public Health or Master in Health Administration. OR Master/ Post Graduate Diploma in Social Sciences/Public Health/ Health Care Administration and similar streams from a Recognized University. OR Masters degree in Psychology/Social Work/Sociology/Clinical Psychology/ Medical Microbiology	Working experience of 3 years in Public health programme with focus on EVTHS, HIV counselling and Testing services, early infant diagnosis services and engagement with Communities and affected communities at National/State/District level with Govt. / NGO/Development Partners implement agencies/Private Sector. Desirable : <ul style="list-style-type: none">• For Masters/ PG diploma: Minimum 3 years post PG• For Medical Graduate minimum of 1 yrs. Post qualification)• Working knowledge of MS Office.	35000/-
2	Assistant Director (SI)	1	Master/ Post Graduation in Public Health/ Health Administration/Applied Epidemiology or Diploma in Public Health (Two year course) and similar streams from a Recognized University. OR Masters in Demography/Statistics/ Population Sciences/Social Sciences/Computer Application.	Experience in Public Health in surveillance/research/M&E/epidemiology. Working knowledge of computers including MS office package and SPSS. Good working knowledge of epidemiological analysis and biostatistics. Desirable : <ul style="list-style-type: none">• Past experience of working in HIV/AIDS programme or projects• Good working knowledge of Epidemiological analysis and other statistical packages.• Preference will be given to the candidate working in the field of HIV/ AIDS	35000/-

3	Assistant Director (Prevention)	1	Master/ Post Graduate Diploma in Social Sciences/ / Public Health/ Health Care Administration and similar streams from a Recognized University.	<p>Work experience 3 years in the Development sector, Health Programmes or Health systems in the field of HIV/AIDS at State/National level with experience of engagement with Community and civil society Organizations.</p> <ul style="list-style-type: none"> • For Masters/ PG diploma: Minimum 3 years post PG • For Medical Graduate minimum of 1 yrs. Post qualification) <p>Preference will be given to the candidate working in the field of HIV/ AIDS</p>	35000/-
4	Assistant Director (Documentation and Publicity)	1	Post graduate degree in Social Sciences/ Humanities or any other related field.	<p>At least 3 years of experience in journalism and/or writing features for the web :-</p> <ul style="list-style-type: none"> • Demonstrated experience in maintaining social media accounts, especially Facebook, Instagram, YouTube and Twitter, as well as experience with new media executions, preferably with a development organization; knowledge and understanding of local and global digital landscape and trends; • Basic understanding of managing website content as per need; • Experience with graphic design, ability to create designs for digital media purposes in open source graphic design programmes, such as Canva • Ability to integrate PR/communication initiatives with social media; - Experience developing compelling content to generate response from audiences online; • Experience in reporting on qualitative and quantitative analytics; - Ability to take quality photographs and basic photo editing skills; <p>Desirable:</p> <ul style="list-style-type: none"> • Previous SACS or NGO experience in a similar role of ability of handling social media is highly desirable. • Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills. • Preference will be given to the candidate working in the field of HIV/ AIDS 	35000/-
5	Assistant Director (CSS/GIPA)	1	Graduate from recognized institution	<p>3 years experience in HIV related matters; preference will be given to People Living with HIV and AIDS and other community representatives.</p> <p>Desirable:</p> <p>Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills(MS office)</p>	35000/-

6	Assistant Director (IEC)	1	Post graduate degree in Social Sciences/ Humanities or any other related field.	<p>Minimum 3 years experience in planning, implementing and monitoring of mid-media activities at State level</p> <p>A good understanding of folk and traditional media, BTL and other mid media vehicles</p> <p>Excellent written and oral communication skills in local language and English</p> <p>Candidate is willing to undertake extensive travel</p> <p>Additional experience of designing communication aids on HIV/AIDS.</p> <p>Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer Skills.</p>	35000/-
7	Accountant/ Finance Assistant	1	Graduate preferably in Finance & Account/B.Com	<p>3-5 yrs. post qualification experience or experience in state accounts cadre/organized accounts Govt. of India.</p> <p>Working knowledge of computer including experience of working in accounting software and MS Office package - essential.</p>	23,800/-
8	Divisional Assistant	3	Graduate degree in any discipline with ability to manage assigned task of division	<p>Basic knowledge of computer essential.</p> <p>Preference will be given to the candidates from the community (Key Population or PLHIV) who fit the eligibility criteria)</p>	23,800/-

Note below:

- For more information kindly visit office website www.meghalayasacs.com
- Candidates fulfilling the above criteria can apply in **Standard form** along with self attested copies of all testimonials. (****Kindly give two valid contact No. and email id**)
- Age limit : As per Government norms
- Candidates are to submit one passport size photo along-with one self-addressed envelope and Rs. 5/- postal stamp.
- Complete Application should reach the office of Meghalaya AIDS Control Society, Pasteur Hills, Lawmali, Shillong – 1 on or before the **4th May 2023**

**** Incomplete application will be rejected**

Sd/-
Project Director
Meghalaya AIDS Control Society,
Shillong