



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 17<sup>th</sup> 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. <b>Desirable :</b> <ul style="list-style-type: none"><li>• For Masters/ PG diploma: Minimum 3 years post PG</li><li>• For Medical Graduate minimum of 1 yrs. Post qualification)</li><li>• Working knowledge of MS Office.</li></ul>	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. <b>Desirable :</b> Past experience of working in HIV/AIDS programme or projects Good working knowledge of Epidemiological analysis and other statistical packages. <ul style="list-style-type: none"><li>• Preference will be given to the candidate working in the field of HIV/ AIDS</li></ul>	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"> <li>• For Masters/ PG diploma: Minimum 3 years post PG</li> <li>• For Medical Graduate minimum of 1 yrs. Post qualification)</li> </ul> <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"> <li>• 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;</li> <li>• Basic understanding of managing website content as per need;</li> <li>• Experience with graphic design, ability to create designs for digital media purposes in open source graphic design programmes, such as Canva</li> <li>• Ability to integrate PR/communication initiatives with social media; - Experience developing compelling content to generate response from audiences online;</li> <li>• Experience in reporting on qualitative and quantitative analytics; - Ability to take quality photographs and basic photo editing skills;</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Previous SACS or NGO experience in a similar role of ability of handling social media is highly desirable.</li> <li>• Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.</li> <li>• Preference will be given to the candidate working in the field of HIV/ AIDS</li> </ul>	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><b>Desirable:</b></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><b>Desirable:</b></p> <p>Background in Mass Communication /Media(outdoor, Mid-media, Mass Media etc)</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](http://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 **4<sup>th</sup> May 2023**

**\*\* Incomplete application will be rejected**

Sd/-  
Project Director  
Meghalaya AIDS Control Society,  
Shillong