



MEGHALAYA STATE LEGAL SERVICES AUTHORITY::SHILLONG (Established under the Legal Services Authorities Act, 1987)

MATI Building, Additional Secretariat, Room No-120, Meghalaya, Shillong-793001
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MSLSA, Shillong Recruitment 2023: Project Coordinator [1 Post]

Description of the Project: Implementation of the Department of Justice, Government of India funded project titled “Increasing Access to Justice through Community Mediation”.

The Meghalaya State Legal Services Authority (MSLSA), Shillong invites applications through standard form along with complete bio-data from the residents of the state of Meghalaya for filling of **1 (one) posts of Project Coordinator** on a **contractual basis** for implementation of the Department of Justice, Government of India funded project titled “Increasing Access to Justice through Community Mediation” in a **fixed remuneration of Rs.35,000/- (Rupees Thirty-five thousand) only per month**. The job requires extensive tours and night stays in rural areas of the state, so only those candidates who have the commitment to undertake such tasks and possesses requisite experience should apply. The engagement is purely temporary, and no claim whatsoever can be made for any permanent position in the said post. **The last date for submission of the application is 8th December, 2023.**

Qualification: Bachelor’s Degree from any recognized Institute. Preference will be given to candidates possessing Diploma in Computer Application and having relevant work experience in the field of project management and administration.

Age limit: A candidate should not be less than 18 years and not more than 32 years of age. The upper age limit is relaxable by 5 years in case of candidate belonging to SC/ST.

Job Profile:

The Project Coordinator has the responsibility for the following tasks:

- i. Overall Implementation of Project activities under the guidance and supervision of Member Secretary, Meghalaya State Legal Services Authority (hereinafter MSLSA), OSD, MSLSA and Assistant Secretary, MSLSA.
- ii. Coordination of Project activities at the level of SLSA and District Legal

Services Authorities (hereinafter DLSAs) in the State.

- iii. Consulting with the Member Secretary, MSLSA/OSD, MSLSA/ Assistant Secretary, MSLSA and Project Management Team, Department of Justice, New Delhi for planning, coordination and monitoring of Project activities.
- iv. Prepare reports, submit monthly reports and evaluation to Member Secretary, MSLSA/OSD, MSLSA/ Assistant Secretary, MSLSA and to Project Management Team, Department of Justice, New Delhi.
- v. Multi-tasking- filing, drafting letters, checking/sending emails, etc.
- vi. Plan and organize training programmes/workshops, undertake field visits to track progress made in implementation of the Project and take corrective action as required.
- vii. Organize and design review meetings on key activities of the Project.
- viii. Liaising with concerned State and local government bodies and institutions on a regular basis to ensure their active participation in the Project.
- ix. Build strategic partnerships and networking with other government departments, judicial bodies, institutions, academic institutions, agencies, civil society organizations and other stakeholders for key activities of the Project.
- x. Document lessons learnt and best practices related to access to justice issues through community mediation in the State.
- xi. Facilitate assistance and guidance to project partners in the area of legal empowerment as appropriate.
- xii. To maintain Accounts/expenditures and prepare Utilization Certificates (UCs) related to the Project under the supervision of the Member Secretary, MSLSA/OSD, MSLSA/ Assistant Secretary, MSLSA.
- xiii. Maintenance and upkeep of all assets created under the Project.
- xiv. Any other tasks assigned by the Project Management Team, DoJ and Member Secretary, MSLSA/OSD, MSLSA/ Assistant Secretary, MSLSA to ensure proper implementation of the Project.

Duration of the Project:

From December, 2023 up to February, 2025 (May be extended for a few periods if required)

How to apply?

Interested candidates can submit their applications in standard form along with complete bio-data to be accompanied with educational certificates, category, experience and 2 passport size photograph duly attested in a self-addressed stamped envelope clearly mentioning the post applied for, application fee, contact number and addressed to the Member Secretary, Meghalaya State Legal Services Authority, Additional Secretariat Building (Below Old MATI building), Room No. 120, Shillong -793001 to be submitted **on or before the 8th December, 2023 during office hours.**

Advertisement No.:- MSLSA/DoJ/2/2023/9, Dated, Shillong the 5th December, 2023

Those who wish to apply are advised to go through the MSLSA Recruitment 2023: Project Coordinator official notification/advertisement.