



Ref.No.BAK/ADV/2025/05

Dated Tura, the 3rd Sept. 2025**VACANCIES***(Under Intensified Malaria Elimination Project (IMEP) - 3 in high endemic villages of South Garo Hills, Meghalaya)*

BAKDIL invites applications from eligible candidates for the following positions:

Sl. No.	Position	Posts	Job roles/responsibilities	Qualification	Preference
1	Project Coordinator / M & E Consultant	1	<input type="checkbox"/> Monitor programme activities and conduct regular field visits (10+ days/month). <input type="checkbox"/> Organize health camps in endemic areas. <input type="checkbox"/> Coordinate with NHM, NVBDCP, NGOs & line departments for malaria control. <input type="checkbox"/> Plan & implement programme/EDCT activities and analyse data for timely action. <input type="checkbox"/> Report to District/State NVBDCP and lead quarterly review meetings.	Post Graduate in Social Work/ Public Health. Knowledge of MS Office	3-5 years of experience in Programme monitoring & evaluation expertise
2	Block Coordinator	2	<input type="checkbox"/> Supervise and monitor CHVs & FS; conduct house-to-house visits for SBCC and EDCT. <input type="checkbox"/> Support programme implementation, including IHIP, with at least 15 days of active field visits per month for malaria surveillance. <input type="checkbox"/> Plan and implement programme activities; ensure timely reporting to Sub-Centres and CHCs. <input type="checkbox"/> Facilitate convergence with line departments and NGOs for integrated vector management and malaria control.	Graduate in Social Work / Public Health or relevant subject. Knowledge of MS Office	1-2 years of experience in health sector preferable or relevant field
3	Accountant	1	<input type="checkbox"/> Maintain accounts, vouchers, bank transactions, and financial records. <input type="checkbox"/> Prepare SOEs, financial reports, budgets, and ensure compliance with norms. <input type="checkbox"/> Support audits and ensure transparency in fund utilization.	Graduate in B.Com/BBA (Accounts & Finance). Computer knowledge (Excel)	Computer Diploma with Tally
4	Data Entry Operator (DEO)	1	<input type="checkbox"/> Enter and maintain project-related data accurately in computer systems. <input type="checkbox"/> Prepare, update, and manage reports, records, and documentation. <input type="checkbox"/> Assist in data analysis, verification, and ensure data quality. <input type="checkbox"/> Support project team with timely submission of required information.	Any Graduate with computer knowledge (especially Excel)	Computer Diploma
5	Field Supervisor	28	<input type="checkbox"/> Supervise ASHAs/CHVs for RDT testing, treatment follow-up, record keeping, bed net impregnation & LLIN usage. <input type="checkbox"/> Conduct malaria testing (RDT) and ensure EDCT, follow-up at 3-7-14 days. <input type="checkbox"/> Carry out house-to-house IEC/BCC activities and report unusual case increases to MO-PHC. <input type="checkbox"/> Mobilize to conduct health camps	12th Pass with basic computer knowledge	Relevant field experience

Remuneration: As per approved project budget.**How to Apply:** Interested candidates may submit their applications OFFLINE, along with the necessary documents, to the Office of BAKDIL, Lower Chandmari, Tura, West Garo Hills, Meghalaya, on or before 06/09/2025 (Saturday) by 1:00 PM.

Director & Secretary
 BAKDIL
 K.A. Road Lower Chandmari
 Tura, West Garo Hills, Meghalaya.