

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DIRECTOR OF HEALTH SERVICES (M.I)
MEGHALAYA SHILLONG

No. HSM/ESTT/MHSSP/JDQC/44/23/VOL – III/ 465

Dated: Shillong, the 27/05/2026

ADVERTISEMENT

Applications from Indian citizens are urgently invited for appointment on a contractual basis for a **period of 6 months** to fill the following post under the Joint Directorate Quality Committee, Directorate of Health Services (MI), Meghalaya: -

#	Name of Post	No of Posts	Remuneration	Essential Qualification and Experience	Place Of Posting
1	Program Associate	1	INR 35,000 Per month	<p><u>Qualification:</u></p> <ul style="list-style-type: none"> • Master 's Degree in Public Health, Healthcare Management, Hospital Administration, or relevant field/discipline <p><u>Experience:</u></p> <ul style="list-style-type: none"> • Minimum 2 years of relevant work experience in public health programmes, healthcare systems strengthening, Human Resources for Health (HRH) management, health programme implementation, monitoring, or quality improvement initiatives. • Experience in health data management, analysis, and reporting using Key Performance Indicators (KPIs). • Working knowledge of national and state health programmes and public health systems. • Experience in planning, monitoring, and performance tracking of healthcare programmes. • Familiarity with healthcare quality frameworks, quality improvement tools, and quality assurance processes (preferably NQAS/IPHS or equivalent standards). • Experience in monitoring indicators, and generating evidence for decision-making. • Proficiency in MS Office (Excel, PowerPoint, Word) and data analysis/reporting tools. <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> • Support implementation, monitoring, and evaluation of healthcare and quality improvement initiatives. • Assist in Human Resources for Health (HRH) planning, monitoring, and workforce-related analysis. • Develop, track, and analyse KPIs to support programme performance and decision-making. • Strengthen data management systems and ensure timely compilation, validation, and reporting of programme data. • Conduct data analysis and generate reports, presentations, and performance dashboards. • Support quality assessment activities and use of quality tools for identifying gaps and 	Shillong

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				<p>monitoring improvements.</p> <ul style="list-style-type: none"> • Coordinate with stakeholders for programme implementation, follow-up actions, and performance reviews. • Assist in preparation of action plans, documentation, and strategic recommendations. <p>Key Skills:</p> <ul style="list-style-type: none"> • Health Programme Management • HRH Planning and Monitoring • KPI Development and Performance Monitoring • Data Management and Analytics • Quality Improvement and Quality Assurance Tools • Report Writing and Documentation • Problem Solving and Analytical Skills • Communication and Stakeholder Coordination 	

Application Notice

1. Qualified and interested candidates can submit their applications electronically through the Google Form: <https://forms.gle/ko22eGNPSjzkEje99> on or before 5 PM, 10th June 2026, along with soft copies of your bio-data, certificates, and job experience.
2. The applications will be screened and shortlisted candidates will be intimated in due course. Any future updates will be communicated through the registered email ID or other appropriate channels.

Terms and Conditions:

1. All biodata and testimonials (including CV/Resume) must be scanned and forwarded as a single PDF file (less than 1 MB).
2. The competent authority may relax the minimum years of experience if the number of eligible candidates is low.
3. Preference will be given to candidates who are domiciles of Meghalaya.
4. The office of the undersigned reserves the right to cancel, extend, or re-advertise the post at its discretion.
5. All applicants are required to submit their application via the Google Form: <https://forms.gle/ko22eGNPSjzkEje99>


(Dr. P. N. Chyne)

**Addl. Director Health Services (ME&R),
cum Chairman Joint Director Quality Committee
Meghalaya, Shillong**