

No.MSSDS/454/SM-HR/2022/4

Dated Shillong, the 22<sup>nd</sup> July 2022

**ADVERTISEMENT FOR THE POST OF:  
COMMUNICATIONS & MARKETING MANAGER UNDER 'SKILLS MEGHALAYA'**

The Meghalaya State Skill Development Society (MSSDS), Department of Labour, Government of Meghalaya, will be conducting recruitment for the following post under the State project 'Skills Meghalaya' on a contractual basis for a period of 1(one) year (extendable).

SN	Post/Resources	No. of Post	Monthly Remuneration	Required Qualification & Experience
1.	Communications & Marketing Manager	1(one)	~40,000 (Fixed)	<p><b>Desired Qualifications:</b> Bachelor's or Master's Degree in Literature, Journalism, Mass Communication, Public Relations, Advertising, Marketing, Design or related field.</p> <p><b>Desired Experience:</b> Minimum 5(five) years of demonstrable experience in managing media relations (online, broadcast &amp; print), social media management, content creation and editorial, and communications management.</p> <p><b>Essential Skills:</b></p> <ol style="list-style-type: none"> <li>1. Excellent writing and editing skills in English with working knowledge of Khasi/Pnar/Garo.</li> <li>2. Strong organizational skills, attention to detail, and the ability to manage a variety of tasks simultaneously and demonstrated ability to review and prioritize work independently and effectively.</li> <li>3. Strong interpersonal and stakeholder management skills.</li> <li>4. Technical Skills with/understanding of basic website design (HTML, CSS), image/video/sound editing (Adobe Design Suite and the like)</li> </ol> <p><b>Requirement:</b></p> <p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>• Provide and enforce consistent, content creation support across a variety of formats (eg creatives, infographics, blog posts, videos)</li> <li>• Handle public relations, information output, and media requests.</li> <li>• Plan social media campaigns or advertising efforts.</li> <li>• Maintain a calm and positive attitude and to work productively with heavy workloads, completing priorities, complex problems and tight guidelines.</li> </ul> <p><b>Age Limit:</b> Upto 45 years</p>

Applicants who wish to apply may go through the qualification criteria and submit their applications along with scanned Testimonials/Certificates/Marksheets, through the link provided below:

[mssds.nic.in/recruitment.html](http://mssds.nic.in/recruitment.html)

The last date for submission of applications is **2<sup>nd</sup> August 2022** on or before **5:00PM**. Shortlisted Candidates will be subsequently intimated.



**Executive Director,**  
Meghalaya State Skill Development Society,  
Shillong