

Project Manager_Meghalaya Teacher Training Academy (MTTA)

Job Purpose

The Project Manager will provide overall leadership and strategic coordination for the different programmes and activities of MTTA. The role is responsible for planning, implementation, convergence, and performance management of all programmatic activities in alignment with project objectives, state priorities, and approved programmes.

About MTTA

The Meghalaya Teacher Training Academy (MTTA) is a professional body established to centralize and strengthen the quality of teacher training across the state. It functions in close collaboration with the Directorate of Educational Research and Training (DERT), which serves as the nodal agency for teacher education in Meghalaya.

The Academy has been set up as a “one-stop/ centralized” institution to streamline training efforts and avoid duplication of training efforts within the education system. By consolidating resources and initiatives, MTTA aims to enhance the professional competence of educators, which is critical to improving the overall quality of school education in the state.

The establishment of MTTA is Government’s commitment to ensuring that training is vetted by experts at MTTA and teachers receive high-quality pedagogical programmes.

Reporting

Reports to the Director MTTA

Essential Qualifications

- Postgraduate degree in Management/Education/ Public Policy/ Development Studies, or a related field from a recognised institution.

Required Experience

- Minimum 5 years of progressively responsible experience in large-scale programme management.
- At least 3 years of experience working with or within government systems.
- Proven experience in managing multi-stakeholder, multi-component programmes.

Required Skills

- Demonstrated leadership capabilities with strong team management skills.
- Strong strategic thinking and problem-solving abilities.
- Excellent coordination, communication, and documentation skills.
- Ability to operate effectively in complex and evolving public sector environments.
- Strong proficiency in MS Office, AI tools, SPSS, and other relevant digital, analytical, and data management tools.

Scope of Work

Strategic Planning

- Lead the development of long-term strategies, annual work plans, and detailed implementation roadmaps for all programmes under MTTA.
- Ensure alignment of all plans with state education priorities, policy frameworks, and project objectives.
- Define clear milestones, timelines, and success indicators for programme delivery.
- Continuously assess emerging needs in the education sector and adapt strategies to remain relevant and responsive.

Programme Management & Coordination

- Oversee end-to-end implementation of programmes across multiple workstreams, ensuring coherence and efficiency.
- Develop and maintain implementation schedules, tracking mechanisms, and review systems.
- Facilitate coordination with Education, Health, and other allied departments to ensure convergence and synergy.
- Identify and address operational bottlenecks and risks in a timely manner.
- Ensure adherence to timelines, quality standards, and reporting requirements.

Stakeholder Engagement

- Serve as the primary liaison with government departments, development partners, and technical agencies.
- Build and maintain strong working relationships with key stakeholders at state, district, and local levels.
- Convene and facilitate review meetings, consultations, and workshops to support programme implementation.
- Ensure effective communication and alignment of expectations across all stakeholders.

Monitoring, Learning & Adaptation

- Establish and strengthen systems for monitoring programme performance and outcomes.
- Review implementation data, field reports, and feedback to generate actionable insights.

- Promote a culture of continuous learning, reflection, and evidence-based decision-making.
- Enable adaptive management by recommending course corrections based on emerging evidence and field realities.

Team Leadership & Capacity Building

- Provide overall leadership and supervision to team under MTTA.
- Define roles, set performance expectations, and ensure accountability across the team.
- Support capacity building through mentoring, coaching, and structured feedback mechanisms.
- Foster a collaborative, results-oriented, and high-performance work environment.

Remuneration

Remuneration will be commensurate with qualifications, experience, and MBMA HR norms.