

TERMS OF REFERENCE (ToR)

Position: Technical Assistant

1. Number of Posts

02 (Two)

2. Place of Posting

Shillong and Tura, with frequent travel to project sites, district locations and field implementation areas.

3. Nature of Engagement

Contractual, co-terminus with the project, with performance-based renewal.

4. Reporting Authority

The Technical Assistant (Shillong) shall report to the **Technical Expert / State Project Management Unit (SPMU), MBDA**, in Shillong and The Technical Assistant (Tura) shall report to the Technical Expert (Tura) and coordinate with district teams, consultants, contractors, technology providers, and field implementation units.

5. Core Purpose of the Position

The Technical Assistant shall provide technical support for the **planning, implementation, field supervision, monitoring and maintenance of renewable energy and associated infrastructure projects**.

The position will support the technical team in ensuring quality execution, compliance with approved designs and specifications, timely implementation, documentation, troubleshooting and coordination with project stakeholders.

6. Key Roles and Responsibilities

The Technical Assistant shall:

- Assist in planning, design and implementation of renewable energy and associated infrastructure projects.
- Conduct site visits, field assessments, measurements and technical inspections.
- Assist in preparation and review of technical specifications, drawings, estimates, BOQs and equipment schedules.
- Support installation, testing, commissioning, operation and maintenance activities.
- Monitor field implementation and ensure compliance with approved technical specifications and project requirements.
- Identify technical issues and assist in troubleshooting and corrective actions.
- Coordinate with contractors, consultants, suppliers, technology providers, district teams and local stakeholders.
- Maintain technical records, site reports, photographs, equipment inventories and project documentation.
- Assist in monitoring project progress, physical achievements and technical performance.
- Support preparation of monthly and quarterly progress reports and risk management reports.
- Assist in data collection, analysis and preparation of technical presentations and reports.
- Participate in awareness, demonstration, training and capacity-building activities relating to renewable energy.

- Undertake frequent field visits as required for project implementation and monitoring.
- Perform any other technical duties assigned by the reporting authority in accordance with programme requirements.

7. Essential Qualification

The candidate shall possess a **Graduate / Post-Graduate degree in Engineering** in any one of the following disciplines:

- Electrical Engineering
- Civil Engineering
- Mechanical Engineering
- Renewable Energy Engineering / Energy Engineering
- Electronics & Instrumentation Engineering

Equivalent or closely related engineering disciplines may be considered subject to the requirements of the programme and approval of the competent authority.

8. Essential Experience

- Minimum **05 (five) years of relevant professional experience** in the respective engineering field.
- Experience in project implementation, site supervision, technical monitoring or infrastructure/renewable energy projects.
- Experience relevant to the discipline for which the candidate is being considered shall be preferred.

9. Desired Skills & Competencies

The candidate should possess:

- Strong technical knowledge in the relevant engineering discipline.
- Practical experience in field implementation and site supervision.
- Ability to read and interpret technical drawings, specifications and equipment datasheets.
- Technical troubleshooting and problem-solving skills.
- Good understanding of quality assurance and project monitoring.
- Good written and verbal communication skills.
- Proficiency in **MS Office – Word, Excel and PowerPoint**.
- Basic data analysis and reporting skills.
- Ability to prepare technical reports, site inspection reports and progress updates.
- Ability to coordinate effectively with contractors, consultants, government departments, communities and other stakeholders.
- Ability to work in challenging field conditions and undertake frequent travel.
- Strong sense of accountability, adaptability and teamwork.

10. Remuneration

Remuneration shall be as per **MBDA/MBMA Policy**.

11. Other Conditions

- The position requires frequent travel to project sites and field locations across Meghalaya.
- The candidate must demonstrate technical competence, accountability and adaptability.
- Submission of monthly/quarterly progress reports and risk management reports shall be mandatory.

- The selected candidate may be required to support activities outside their primary discipline where such support is directly related to programme implementation.
- The selected candidate shall comply with MBDA's applicable administrative, financial, technical and reporting procedures.
- MBDA reserves the right to modify the roles and responsibilities based on programme requirements.
- The engagement shall be subject to the terms and conditions prescribed by MBDA/MBMA.