

the ant JOB DESCRIPTION for Training and Monitoring Officer(TMO)

Position:	Training and Monitoring officer(TMO)
Grade/Level	I(A)
Project/Unit	the ant
Reports to:	Project Coordinator
Location:	Chirang (BTAD), Assam
Minimum Employment	3 years
Remuneration	14,000 to 18,000/- pm gross salary incl statutory deductions
Background	the ant has been working in the northeast since the past 21 years. Working directly for development of village communities, it has intervened in a wide range of issues such as women and girls' empowerment, child and youth development, maternal mortality, Malaria, Malnutrition, and Mental Health. It also works on Livelihoods issues, Education, and on Peace Building. It was started by professionals and has earned a good reputation for its achievements and its adherence to a high level of ethics. For details of the ant's work, see www.theant.org
Job Summary	<ul style="list-style-type: none"> • Maintains database by entering new and updated information collected from the field in regard to project activities • Read information to make sure it's accurate, make corrections if necessary, enter the data and store tire hard copies and the electronic data in the proper place for future use. • Develop MIS in order to ensure the project activities, output and outcome in track. • Enable prompt reporting on all activities and status of implementation against project work plans(Monthly, quarterly, half yearly and annually) • Stakeholder management.
Contract/Key Relationships	The TMO will closely work and report to the project coordinator along with mentoring support to Sports Trainers cum Community mobilisers(STCM).
Key Responsibilities	<ol style="list-style-type: none"> 1. Conduct regular weekly seesion directly with 120 children (Approx six children groups). 2. Conduct monthly Curriculum Development Update and Refresher training on curriculum for STCM, Mentoring support with six STCM and Follow up and review of the activities as per project plan. 3. Organise skill development trainings time to time for STCM as per need for better outcomes of the project. 4. Organise Cluster Tournament for S4D/Young Ultimate Frisbee Group. 5. Collaboration and linkages with UPAI for organizing Sectional, Regional and National Tournament. 6. Organise Quarterly Coach Forum Training/ meeting of which one is Annual Coach Convention 7. Assisting of Formation of Person with Disability(PWD) parents groups. 8. Assisting in Organising Half yearly meetings with District PWD association and parents groups. 9. Assisting in organizing Cluster and central level inclusive games/tournaments of disability children/youth 10. Organizing Careers Guidance sessions of students 15 and above 11. Organising exposure visit and trainings for captains of Most Ultimate Disk players. 12. Any other activities assign by the PC. <p>Data Management</p> <ul style="list-style-type: none"> • Ensure quality data collection and build staff capacity to ensure methodologies for monitoring and evaluation of activities are in line with established practices and are focused not only on data collection and reporting, but result in providing evidence based management. • Provide guidance, develop tools, templates and conduct team orientation on data collection tools and processes.

the ant JOB DESCRIPTION for Training and Monitoring Officer(TMO)

	<ul style="list-style-type: none"> • Undertake field visits for data auditing by verifying base documents, provide handholding support to the field team for data entries and understanding data gaps. • Baseline, Midline and online study
<p>Qualification & Experience</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Minimum qualification of HS, preferably sports background/Social work/Gender studies. • Ability to drive a twowheeler with valid driving license is mandatory. Ability to drive a four wheeler is desired. • Ability to speak either of Assamese, Bengali, Bodo, Nepali or Santhali would be essential. Hindi may be considered if other qualities are very good. • Excellent Coordination and project management skills including budgeting and developing project management documents such as logical frameworks and monitoring tools • Experienced inworking on women issues, knowledge and understanding on women’s issues and policies. • Excellent written English including the ability to edit, synthesise information and produce high quality reports • Good interpersonal, communication and presentation skills • Good written and spoken English, willingness to understand local working languages • Knowledge of Microsoft office, particularly word, excel, SPSS • Good influencing, negotiating and communication skills • Female candidates only. <p>Preferred:</p> <ul style="list-style-type: none"> • Knowledge and understanding of project monitoring, data collection and analysis • Excellent written and oral communication skills in English required • Familiarity / Usage of a Local Language, such as Bodo, Assamese or Bengali, Hindi • Knowledge of project cycle elements, M&E systems design and management. • Capacity building and facilitation skills.
<p>Skills & Competencies</p>	<ul style="list-style-type: none"> • Good interpersonal, analytical and problem-solving skills. • Ability to work in and respect diversity, and contribute to positive team building and organizational culture. • Ability to meet deadlines and be flexible to work in a dynamic work environment. • Demonstrated learning agility, pro-activeness and openness to embrace new technologies at work • Ability to travel extensively to gather firsthand information from the field • Fluency in written/ spoken English is essential and a working knowledge of local language (Assamese/Bodo) is preferable.

Please send an email to recruitment@theant.org with the subject line **Application for the post of TMO** with cover letter and updated CV by 12th September, 2022. As this will be internal process only the ant CTR working staff will be applicable for the applications.
