

JOB DESCRIPTION

Job Title	Project Coordinator	Grade	IIB
Reports To	Director of Operations		
Department/Project	Learning Ecosystem and Augmentation Project (LEAP)	Location	Chirang, 50% of travelling to partner schools

WORKING CONTEXT/BACKGROUND

the ant is a not-for-profit agency registered under the Religious & Charitable Trusts Act and has been working on health, education, women's and children's rights, income generation, etc. (for more details, please go through www.theant.org and read old annual reports) ever since its inception since the year 2000. It also works and supports other NGOs in the northeast by capacity building programmes and financial support.

The region has been characterised by poor economic development, weak governance and insurgency in many of the eight states. the ant makes an attempt to address these issues while working with the communities. Working without prejudice to caste, creed, religion or community, the ant's work is supported by grants from funding agencies, contributions from individual donors, as well as from the finances generated from Development Education and Development Literature.

JOB SUMMARY

This is a full-time Project Coordinator position based in Chirang. The purpose of the position is to:

- Provide oversight & management to the education project that expects to improve learning outcomes in more than 150 Government schools and to work closely with relevant government entities at district and local level
- Ensure development of training modules, and their implementation.
- Establish effective working relationship and networking with consultants, experts, relevant Govt. agencies, NGO, CSOs for project implementation.
- Ensure effective implementation in terms of impact, reporting, and timeliness
- Building capacity of project team members on relevant skills required for quality implementation of the project.

ROLE DESCRIPTION

1. Provide overall project management. Project goal and impact are achieved through effective and efficient project management

1. Project entry, exit, and sustainability planning as required.
2. Yearly budget, details of project implementation plan approved in line with project design and donor requirements.
3. Project budget utilization achieved as per project planning and donor requirements.
4. Baseline survey, project review and evaluations are in place according to the schedule.
5. Use performance management to ensure high quality output and performance of staffs.
6. Project stakeholders provided with comprehensive documentation and each stakeholders clarified on the agreed upon project activities.
7. Regular meetings conducted with project team and progress of the project is

- presented/communicated to immediate supervisor/ED with analysis on needs for required adjustments and change and follow through on agreed upon items for changes.
8. Develop and ensure appropriate tools and strategy to monitor the progress and quality and impact of the project and is implemented.
 9. To assist in resolving issues that may come up during project implementation. Immediately communicate significant issues that may come across to immediate supervisor.
 10. Lead the recruitment process in the project team whenever the case arises to hire new staff to manage the projects.

II. Capacity Building. Organises training, reflection, lessons learned workshops leading to increased project impact.

1. Facilitate for building capacity of project team and community groups
2. Dissemination of lessons learnt and best practices from project intervention to stakeholders at the district level
3. Support staff so that they have enough capacity/necessary skills to engage with
4. Ensure that systems are in place to support effective project implementation processes and documentation, and that staff understands this system and follow it accordingly.

III. Networking and advocacy. Developing and sustaining work relationship with internal/external stakeholders of the ant.

1. Develop strategic relationship and partnership with key stakeholders at District and local level
2. Interact, build and nurture effective working relationships with relevant govt. agencies, NGOs, CSOs in order to foster coordination, collaboration and partnership.
3. Establish adequate referral linkages of project target groups with appropriate service providers, and other stakeholders.

IV. Financial Management. Accountability and quality management system in place

1. Internal control mechanisms are in place.
2. Ensure and monitor the allocation of resources in the most efficient and cost effective way while aiming for the highest quality of implementation.
3. Monitor on monthly basis actual expenditures and compare them with the implementation budget requirements, review the budget if needed in consultation with the immediate supervisor/ED

V. Child Safeguarding Policy

1. Ensure that staff (both full time and part time staff) receives orientation on policy and training on child safeguarding.
2. Ensure that all project staff have ensured all their staff (fulltime & part-time) prior to or at the time of issuing any employment contract receive and understand:
 - the child safeguarding policy;
 - how to report child protection concerns;
 - sign the attached Declaration of Acceptance.
3. Accountable to Programme Coordinator in her absence Director for ensuring the above
4. Ensure that children's activities are safe for children and all steps are taken to ensure their meaningful and safe participation.

VI. Documentation and Reporting

1. Monthly, quarterly, semi-annual, annual and other program and financial reports prepared and in place and documented in time aligning with project design and donor requirement.

2. Develop reports as and when required.
3. Maintain database management for the project as per requirement.
4. Qualitative reporting and implementations ensured.
5. Capture evidences of good practices in regular basis.
6. Development of educational toolkits, curriculums, games and teaching learning materials. Wherever required, professional/experts in the subject should be hired.
7. Building a resource for educational teaching kits and make it available to staff for learning and using it in the project activities.

VII. Professional/Personal Development

Continue studying to match studies with praxis and also attend training and workshops from time to time and practice learning at work contributing to better outcomes of the project/programme.

Qualification & Experience

Essential:

- Master's degree in Education/Development/ Social Work/ Sociology or any other related field with at least 3 to 5 years' of progressively responsible professional in working with grassroots NGOs/organisation
- Excellent written & spoken English including the ability to edit, synthesise information, and produce high-quality reports & able to handle large data.

Preferred:

- Familiarity with concepts and practice of development projects
- Demonstrated experience in leading development and community engagement
- 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 and management.
- Capacity building and facilitation skills

Skills and Competencies

- Demonstrated ability to understand social work concepts, development strategies and to translate them into action
- Good interpersonal, communication, presentation 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.
- Adaptable and able to manage change

Please send an email to recruitment@theant.org with the subject line **Application for the post of LEAP Project Coordinator** with cover letter and updated CV by 26th Jan, 2023. Only shortlisted candidates will be contacted for interview. Contact number @ 8472010563 (call between 9am to 5pm Monday - Saturday)