

**the ant JOB DESCRIPTION for Project Coordinator**

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<b>Position:</b>	Project Coordinator
<b>Grade/Level</b>	II(A)
<b>Project/Unit</b>	the ant
<b>Reports to:</b>	Project Coordinator
<b>Location:</b>	Chirang and Udalguri, Assam (with up to 30% & travel to project areas)
<b>Minimum Employment</b>	2 years 2 months
<b>Remuneration</b>	25,000 /- pm gross salary incl statutory deductions
<b>Background</b>	the ant has been working in the northeast since the past 22 years. Working directly for the development of village communities, it has intervened in a wide range of issues such as women's 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 <a href="http://www.theant.org">www.theant.org</a>
<b>Job Summary</b>	This is a full-time Project Coordinator position based in Chirang and Udalguri. The purpose of the position is to lead and manage an adolescent health and well-being project in Chirang and Udalguri district, Assam. The project aims to create a safe and enabling environment to realise adolescent girls' full potential and rights through access and opportunities to extra-curricular activities and alternative learning spaces on leadership, gender, SRHR, health, nutrition, financial literacy, and career aspirations. This position entails ensuring that the team delivers against the set goals and achieves the desired impact.
<b>Contract/Key Relationships</b>	The purpose of the position is to: <ul style="list-style-type: none"> <li>• Provide oversight of the project.</li> <li>• Work closely with relevant government entities at the district and local level</li> <li>• Provide overall management to the project</li> <li>• Establish effective working relationships and networking with relevant Govt. agencies, NGO, and CSOs for project implementation.</li> <li>• Ensure effective implementation in terms of impact, reporting, and timelines.</li> <li>• Building capacity of project team members on relevant skills required for quality implementation of the project</li> </ul>
<b>Key Responsibilities</b>	<b>EXPECTED END RESULTS</b> ( <i>Specific indicators will be reflected in annual and quarterly performance plans</i> )
<b>Provide overall project management</b>	<ul style="list-style-type: none"> <li>• Project entry, exit, and sustainability planning as required.</li> <li>• Yearly budget, details of project implementation plan approved in line with project design and donor requirements.</li> <li>• Project budget utilization achieved as per the project requirements and timeline contributing to better outcomes of the project.</li> <li>• Baseline survey, project review and evaluations are in place according to the schedule.</li> <li>• Use performance management to ensure high quality output and performance of staffs.</li> <li>• Project stakeholders provided with comprehensive documentation and each stakeholder clarified on the agreed upon project activities.</li> <li>• Regular meetings conducted with project team and progress of the project is presented/communicated to immediate supervisor/Director with analysis on needs for required adjustments and change and follow through on agreed upon items for changes.</li> <li>• Develop and ensure appropriate tools and strategy to monitor the progress and quality and impact of the project and is implemented.</li> <li>• To assist in resolving issues that may come up during project implementation. Immediately communicate significant issues that may come across to immediate supervisor.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Provide support in recruitment process in identifying suitable candidates and forward it to HR/Director to go through job selection.</li> <li>• Follow through on agreed actions.</li> </ul>
<b>Capacity Building</b>	<ul style="list-style-type: none"> <li>• Facilitate for building capacity of project team and community groups.</li> <li>• Dissemination of lessons learnt and best practices from project intervention.</li> <li>• Support immediate subordinate staff in their places of work at least once a month, so that they have enough capacity/ necessary skills to engage with community leaders and local Government officials.</li> <li>• Ensure that systems are in place to support effective project implementation processes and documentation, and that staff understands this system and follows it accordingly.</li> </ul>
<b>Networking and advocacy</b>	<ul style="list-style-type: none"> <li>• Develop strategic relationship and partnership with key stakeholders at National, State and District level.</li> <li>• Interact, build and nurture effective working relationships with relevant govt. agencies, NGOs, CSOs in order to foster coordination, collaboration and partnership.</li> <li>• Established adequate referral linkages of project target groups with appropriate service providers, and other stakeholders.</li> </ul>
<b>Financial Management/Policy adherence</b>	<ul style="list-style-type: none"> <li>• Internal control mechanisms are in place.</li> <li>• Ensured compliance to child protection policy.</li> <li>• Ensure and monitor the allocation of resources in the most efficient and cost effective way while aiming for the highest quality of implementation.</li> <li>• 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/Director.</li> </ul>
<b>Documentation and Reporting</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Develop reports as and when required.</li> <li>• Maintain database management for the project as per requirement.</li> <li>• Qualitative reporting and implementations ensured.</li> <li>• Capture evidences of good practices in regular basis.</li> </ul>
<b>Professional/Personal Development</b>	<ul style="list-style-type: none"> <li>• Attend training and workshops from time to time and practice learnings at work contributing to better outcomes of the project/programme.</li> <li>• Take initiative in proposing professional/personal development and responsible to practice learning from any given training/workshop/study attended at work contributing to better outcomes of the project.</li> </ul>
<b>Others</b>	Anything else requested by the Director/Project Advisory Committee member to enhance the quality of programming for the ant.
<b>Qualification &amp; Experience</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Minimum qualification of Bachelors, preferably Master’s degree in Development/Social work/Social Sciences/Sociology/Gender/Children and Youth Studies or any other related field</li> <li>• At least 3 years demonstrated depth of experience and effectiveness in an NGO context in working with community/grassroots people and organizations on Women and girls empowerment related projects <i>[this offsets some of the educational requirements]</i>.</li> <li>• Ability to drive a two wheeler with valid driving license is mandatory</li> <li>• Experience in doing training, facilitation and capacity building and project management</li> <li>• Excellent Coordination and project management skills including budgeting and developing project management documents such as logical frameworks and monitoring tools</li> <li>• Good written and spoken English</li> <li>• Good interpersonal, communication and presentation skills</li> <li>• Willingness to understand local working languages</li> <li>• Knowledge of Microsoft office particularly word and excel</li> <li>• Good knowledge and understanding about govt. strategies, policies and guidelines</li> <li>• Good influencing, negotiating and communication skills</li> </ul>

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	<ul style="list-style-type: none"><li>• Self-motivated, flexible and adaptable to the needs of the project.</li></ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"><li>• Female</li><li>• Knowledge and understanding of project monitoring, data collection and analysis</li><li>• Excellent written English including the ability to edit, synthesise information and produce high quality reports</li><li>• Familiarity / Usage of a Local Language, such as Bodo, Assamese or Bengali, Hindi</li><li>• Knowledge of project cycle elements, M&amp;E systems design and management.</li><li>• Thorough knowledge of computer knowledge with excellent command on MS Excel, and other database and statistical applications (SPSS, STATA, etc) will be an added advantage</li></ul>
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"><li>• Good interpersonal, analytical and problem-solving skills.</li><li>• Ability to work in and respect diversity, and contribute to positive team building and organizational culture.</li><li>• Ability to meet deadlines and be flexible to work in a dynamic work environment.</li><li>• Demonstrated learning agility, pro-activeness and openness to embrace new technologies at work</li><li>• Ability to travel extensively to gather firsthand information from the field</li><li>• Fluency in written/ spoken English is essential and a working knowledge of local language (Assamese/Bodo) is preferable.</li></ul>

Please send an email to [recruitment@theant.org](mailto:recruitment@theant.org) with the subject line **Application for the post of The Project Coordinator** with a cover letter and updated CV by 8<sup>th</sup> May, 2023. Both the cover letter and CV are mandatory for the application. Only shortlisted candidates will be contacted for interview.

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Contact number @8099192500 (call between 9am to 5pm Monday - Saturday)

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