

the ant JOB DESCRIPTION for Documentation Assistant

Position:	Documentation Assistant
Grade/Level	III
Project/Unit	FaB, the ant
Reports to:	Project Coordinator
Location:	Bengtol, District Chirang (BTAD), Assam
Minimum Employment	1 Year and 6 Months.
Remuneration	21,000 /-including statutory PF and other deductions
Background	the ant has been working in the northeast for the past 22 years. Working directly for the development of village communities, it has intervened on 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"> • Ensure effective systems of documentation and reporting, and make reports available as required. • 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 the hard copies and electronic data in the proper place for future use. • Researching and writing training manuals and curricula, organizing and coordinating the training of trainers, documenting training, conducting pre-and post-tests to assess participants' learning, and supporting local teams in implementing training content. • Report writing
Contract/Key Relationships	The Documentation Assistant will report to the Project Coordinator, and researching and write training manuals and curricula, organize and coordinate training of trainers, document training, conduct pre-and post-tests to assess participants' learning, supporting local teams in implementing training content.
Key Responsibilities	<p>Data Entry</p> <ul style="list-style-type: none"> • Responsible for entering data collected from the field. Ensure high-quality data are collected from the field, and entered and analyzed within a given timeframe, and make reports available <p>Data Verification</p> <ul style="list-style-type: none"> • Data collected are verified for its authenticity by going for field visits and crosschecking the data/information from key stakeholders/data sources. • Verifies entered data by reviewing, correcting, deleting, or re-entering data; combining data from multiple. • Systems/sources when information is incomplete; purging files to eliminate duplication of data. <p>Field Visits</p> <ul style="list-style-type: none"> • Go for field visits to project areas i.e the ant (Chirang), as required to understand project activities implementation. <p>Documentation and Reporting</p>

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	<ul style="list-style-type: none"> • Develop an effective documentation system to capture all project activities. • Maintain documentation systems as required by the partner project monitoring framework of TDH, BMZ. • Document and identify change stories from the field, and use stories for reporting project outcomes. • Assist Project Coordinator in preparing monthly, quarterly, semi-annual, and annual reports. • Maintain up-to-date documentation of files/registers and make it available as required. • Document field observational visits, identify and report to the project coordinator for any necessary changes and adjustments to ensure project targets are met during program implementation. • Efficient and accountable use of finance. Submitting bills and vouchers following the ant financial policy and management guidelines for good accounting and ensuring transparency. <p>Curriculum development</p> <ul style="list-style-type: none"> • Researching and writing training manuals and curricula, organizing and coordinating the training of trainers, documenting training, conducting pre-and post-tests to assess participants' learning, and supporting local teams in implementing training content. <p>Others</p> <ul style="list-style-type: none"> • Anything else requested by the Executive Director/Director/Project Advisory Member to enhance the quality of programming for the ant. • Innovate ideas and actions to arrive at the outcome and impact intended in the proposal.
<p>Qualification & Experience</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Master's degree in Development/ Social Work/ Sociology or minimum Bachelor's degree (preferably in Development Economics, BBA, Community Development with demonstrable experience) • Thorough knowledge of computer knowledge with excellent command of MS Excel, and other database and statistical applications (SPSS, STATA, etc.) will be an added advantage <p>Preferred:</p> <ul style="list-style-type: none"> • Female candidates • Familiarity with working in the Northeast India NGO sector • Knowledge and understanding of project monitoring, data collection, and analysis • Excellent written and oral communication skills in English required • Capacity building and facilitation skills. • Familiarities with Local languages, such as Bodo, Assamese, or Bengali, besides strong command over English.
<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

Please send an email to recruitment@theant.org with the subject line **Application for the post of Documentation Assistant** with a cover letter and updated CV and contact numbers for two reference persons by 7th May 2023. Both cover letter and CV are mandatory for the application. Only shortlisted candidates will be contacted for an interview.