

the ant JOB DESCRIPTION for Livelihood Trainer

Position:	Livelihood Trainer
Grade/Level	II(A)
Project/Unit	the ant
Reports to:	Project Coordinator
Location:	Deosiri, District:Chirang (BTAD), Assam
Minimum Employment	3 years 6 months
Remuneration	25,000-28,000 /- 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 's work, see www.theant.org
Job Summary	Organise skill development trainings for SHG/JLG members based on the family level livelihood plans, linkages with concern authorities and develop MIS in order to a) ensure the project activities, output and outcome in track b) enable prompt reporting on all activities and status of implementation against project work plans.
Contract/Key Relationships	The livelihood trainer will closely work and report to the project coordinator along with mentoring support to livelihood and health facilitators.
Key Responsibilities	<ol style="list-style-type: none"> 1. Conduct workshops with federations to share and discuss identified sustainable income generation activity models as presented in the Livelihoods Feasibility Study. 2. Train the facilitators and organisers on Facilitating the development of Family Livelihood Plan for the families selected for this project and ensure each family to draw up a Family Livelihood plan based on their current activities and what more they wish to do, with monthly budgets, inflow and outflow plans. 3. Follow up and review of the Family Livelihood Plans as per project plan. 4. Organise skill development trainings for SHG/JLG members based on the family-level livelihood plans. 5. Drawing the Standard Operating Plan with active engagement of the Federation to manage the revolving grant and to ensure high adherence to the SOPs 6. Organise the exposure and linkage visits to entrepreneurs, markets, etc., for facilitating first hand experiential for the selected IGA. 7. Establish linkages with organisations and markets for both procurement of the required raw material like seeds and livestock and medicines, inputs like training, resource manuals/ guidelines and linkages and market surveys for sale of the products of the identified IGAs 8. Follow up trainings on IGA after completion of 1 year of starting the activity. 9. Along with the Technical Agency, explore and proceed on the road map for agriculture, livestock, handloom and handicrafts etc. based on the Income Generating Models taken up by the trainees, would to ensure that the required technical support is given to the community. 10. Review and provide advice, at regular intervals, to the SHGs/JLGs for them to take corrective measures where required, so as to ensure that the models are successful for replication by the rest of the community, including the other 1500 households who can access funds from the Revolving Funds from the Federations through the SHGs/ JLGs All 2,000 can also access alternate sources of funds from the Livelihoods Mission/ Banks, etc.

the ant JOB DESCRIPTION for Livelihood Trainer

	<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 on providing evidence-based management. • Provide guidance, develop tools, <i>and</i> templates and conduct team orientation on data collection tools and processes. • Undertake field visits for data auditing by verifying base documents, providing handholding support to the field team for data entries, and understanding data gaps. • Baseline, Mid line, and online study
<p>Qualification & Experience</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Bachelor's degree holders in the field of social science, sociology, agriculture, and economics. Related professional skills is preferred • Three years relevant experience with bachelor's degree while 2 years' experience with master's degree within NGOs or similar organizations. • Ability to drive a two-wheeler with a valid driving license is mandatory. The 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 in working on women's issues, knowledge, and understanding of 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 • Self-motivated to work on women's issues, flexible, and adaptable to the needs of the project. <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 the local language (Assamese/Bodo) is preferable.

Please send an email to recruitment@theant.org with the subject line **Application for the post of Livelihood trainer** with a cover letter and updated CV by 8th May, 2023. Both the cover letter and CV are mandatory for the application. Only shortlisted candidates will be contacted for interview.

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