

the ant JOB DESCRIPTION for DOCUMENTATION ASSOCIATE

Position	Documentation Associate
Grade / Level	II B
Project	Sifung
Location	Chirang
Qualification	Postgraduate degree in cultural studies or any other discipline
Minimum Employment	Minimum 1 year experience in Documentation and Reporting of Project activities.
Remuneration	25,000/- pm gross salary incl statutory deductions
Job Summary:	<ul style="list-style-type: none"> • To ensure good quality reports, documentation of the project's activities and outcomes, and stories of change both in written and audio-visual form and ensuring that they are appropriately adapted as per the needs of the stakeholders of the work and widely disseminated. • To convert project reports, data, experiences, stories, curriculums, etc. into contemporary thought-provoking materials. • To conceptualize the ideas needing communication and then convert them into disseminable pieces through offline and online mediums.
Key Responsibilities	EXPECTED END RESULTS (<i>Specific indicators will be reflected in annual and quarterly performance plans</i>)
Documentation and Reporting:	<ul style="list-style-type: none"> • Develop and prepare monthly, quarterly, half-yearly, and annual reports of the project. • Ensure effective systems of documentation and reporting of project activities, and make reports available for use as required. • Design, carry out, and prepare reports of baseline and situation analysis studies. • Support the project coordinator in reviewing and verifying any data gaps in project reports or baseline studies. • Ensure project documentation is retained, saved, and filed on hard copy and soft copy for future reference as required. • Ensure high-quality, timely, and coherent reporting, both financial and narrative. • Document Project Human Impact Stories.
Quality Assurance:	<ul style="list-style-type: none"> • Effective implementation in terms of impact, reporting, and timeliness. • Ensure project activities are regularly monitored according to the project monitoring plan, and progress is recorded and reported. • Ensure the project has quality baseline data and that its designs reflect good situation analysis and need assessment.

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	<ul style="list-style-type: none">• Highlight areas within activities that need management intervention on potential and actual quality shortfalls and/or that would benefit from additional technical support.• Ensure the robust implementation of an electronic data collection system, data quality, data storage, and security.• Ensure that Monitoring & Evaluation processes focus not only on data collection and reporting but also result in providing quality evidence of the project's results and change/impact.
Information and Knowledge management:	<ul style="list-style-type: none">• Coordinate with the project team and the field staff for the timely submission of monthly and quarterly reports.• Ensure timely collection and compilation of routine project monitoring data of the project.• Monitor computerised Management Information System (CMIS) updates by the field staff, monitor real-time data entries, and provide them with feedback as and when required.• Reviewing the reports and data using data trend techniques and sharing analysis with the project team.• Provide written feedback to the Project Coordinator on a monthly basis and present the same in the Monthly/Quarterly/Annual Review meetings and make the field team understand the analysis and data, including how to read the data, what the gaps are, and provide them with strategic directions to improve the project.
Professional/Personal Development:	<ul style="list-style-type: none">• Take initiative in proposing professional/personal development and be responsible for practicing learning from any given training/workshop/study that has been attended at work to improve quality outputs and outcomes.
Other:	<ul style="list-style-type: none">• Expected to follow the code of conduct of the ant and the SOPs on various issues available.• Anything else requested by the Project Advisory Committee Member/Director to support the quality of programming for the ant.