

**the ant JOB DESCRIPTION for Co-ordinator**

<b>Position</b>	Project Co-ordinator
<b>Grade / Level</b>	II B
<b>Project</b>	BARDWI
<b>Location</b>	Mazbat
<b>Qualification</b>	Postgraduate/Graduate in Botany, Environment, Social Sciences, Agriculture, Horticulture, etc. Graduate with more than two years working experience in environment and agriculture sector
<b>Minimum Employment</b>	Minimum 1 year experience in community development, project coordination or relevant roles preferably in the agriculture sector.
<b>Remuneration</b>	20,000/- pm gross salary incl statutory deductions
<b>Job Summary</b>	This is a full-time Project Coordinator position based in Udalguri. <ul style="list-style-type: none"> <li>• The Project Co-ordinator will be responsible for the implementation of a project focused on agrobiodiversity, natural farming, and community-based livelihood improvements in collaboration with local communities</li> <li>• Work closely with the Supervisor and co-worker to plan, execute, and monitor project activities within the assigned cluster.</li> <li>• Networking and collaboration with local stakeholders including district level line departments.</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>Project Management:</b>	<ul style="list-style-type: none"> <li>• Work closely with the Supervisor to plan, execute, and monitor project activities within the assigned cluster.</li> <li>• Develop and maintain a comprehensive project work plan, ensuring alignment with project objectives and timelines, and ensuring timely execution of activities.</li> <li>• Responsible for liaising with Beneficiaries, the Village Council Development Committee (VCDC), Community Leaders, and other Stakeholders to ensure the success of the project.</li> <li>• Monitor the progress of project activities and promptly address any challenges or issues.</li> <li>• Foster effective communication and cooperation among project staff and partners.</li> <li>• Collaborate on project planning, resource allocation, and strategic decision-making.</li> </ul>
<b>Team Supervision:</b>	<ul style="list-style-type: none"> <li>• Lead and supervise Community Mobilizer, providing guidance and support in their roles.</li> <li>• Ensure that Community Mobilizers are effectively engaging with community members, farmers, and other stakeholders.</li> <li>• Conduct regular team meetings to review progress and share best practices.</li> </ul>

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<b>Capacity Building:</b>	<ul style="list-style-type: none"> <li>• Organize and facilitate training sessions and workshops to enhance the capabilities of the farmers and the community.</li> <li>• Monitor and evaluate the impact of capacity-building efforts.</li> </ul>
<b>Documentation and Reporting:</b>	<ul style="list-style-type: none"> <li>• Monthly reports, monthly planning, field observation, and supervisory reports need to be submitted to the Team Lead on time.</li> <li>• Maintain accurate records of project activities, beneficiaries, and expenditures.</li> <li>• Prepare regular progress reports and submit them to the Supervisor.</li> <li>• Ensure all project documentation complies with project guidelines and requirements.</li> </ul>
<b>Convergence:</b>	<ul style="list-style-type: none"> <li>• Work Closely with the Line departments, marketing agencies and CSOs for the effective convergence for the benefit of the project</li> <li>• Coordinate with the MIS Coordinator to ensure accurate data collection, analysis, and reporting of project-related information.</li> <li>• Work closely with the other projects of the ant in same thematic area and geography for effective convergence of resources.</li> </ul>
<b>Financial Management:</b>	<ul style="list-style-type: none"> <li>• Manage and monitor financial resources at the cluster level, including budget allocation, expenditure tracking, and financial reporting.</li> <li>• Ensure compliance with financial policies, procedures, and donor requirements.</li> </ul>
<b>Professional/Personal Development:</b>	<ul style="list-style-type: none"> <li>• Attend training and workshops from time-to-time practice learnings at work contributing to better outcomes of the project/programme.</li> <li>• Take initiative in proposing professional/personal development and be 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>	<ul style="list-style-type: none"> <li>• Expected to follow the code of conduct of the ant and the SOPs on various issues available</li> <li>• Anything else requested by the Supervisor, Executive Director, Director of Operation to enhance the quality of programming for the ant.</li> </ul>