

**the ant JOB DESCRIPTION for Community Mobilizer**

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<b>Position:</b>	Community Mobilizer
<b>Grade/Level</b>	I(A)
<b>Project/Unit</b>	the ant
<b>Reports to:</b>	Project Manager
<b>Location:</b>	Shantipur, District: Chirang (BTAD), Assam
<b>Minimum Employment</b>	1 year
<b>Remuneration</b>	14000-15000 /- pm gross salary incl statutory deductions
<b>Background</b>	the ant has been working in the northeast for the past 25 years. Working directly for the 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 work, see <a href="http://www.theant.org">www.theant.org</a>
<b>Job Summary</b>	Responsible for mobilizing communities in the ant project areas, organizing regular community-based activities, management of wadi farmers, landless families, organizing meetings with local government representatives/CBOs/Entrepreneurs.
<b>Contract/Key Relationships</b>	<b>EXPECTED END RESULTS</b> ( <i>Specific indicators will be reflected in annual and quarterly performance plans</i> )
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct village meetings in 8 Villages for orientation of the project. .</li> <li>• Selection of 180 wadi farmer and 20 landless families.</li> <li>• Formation and Orientation of VPC (Village Planning Committee, PTDC (Project Level Tribal Development Committee) and attend the monthly review meeting</li> <li>• Monitoring of plant, supporting farmers and problem solution on water management</li> <li>• Handholding support of 180 and 20 landless families</li> <li>• Organizing training, exposure visit to farmers time to time as per project timeline.</li> <li>• Organizing health awareness with SHG members</li> <li>• Orientation of SHGs, federation, rights and entitlements etc.</li> <li>• Train and handhold on Record Keeping and Financial literacy at group level for SHG members.</li> <li>• Networking and linkage visits to bank and government offices and help farmers to open a bank account.</li> <li>• Organising awareness on hygiene, sanitation, Vector-borne diseases and Mental Health</li> <li>• Organising Training on Sexual and Reproductive Health Rights (SRHR) with adolescent girl</li> <li>• Organising Seminar on Maternal &amp; Child Health</li> <li>• Organizing Trainings on Rights, Laws and Social Protection Schemes</li> <li>• Organizing Training on sex and gender</li> <li>• Promotion/Training of SHGs and VO's on leadership, and develop 30 Women Entrepreneurs</li> <li>• Attend review meeting, training and any other activities assigned by the project coordinator/Project Manager</li> </ul> <p><b>Data Management</b></p> <ul style="list-style-type: none"> <li>• Submit daily/weekly/monthly work plans and work done reports.</li> <li>• Responsible for collecting household data of the beneficiaries for creating MIS.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Maintain accurate records of community engagement activities, feedback, and community-specific data.</li> <li>• Prepare regular reports on community mobilization efforts, challenges, successes, and lessons learned for internal and external stakeholders.</li> </ul>
<b>Qualification &amp; Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Desired qualification in HS or Degree in any discipline</li> <li>• Minimum one year experience or 2 years experience in community mobilising.</li> <li>• Ability to build trust and relationship with local leaders.</li> <li>• Ability to drive a two-wheeler with a valid driving license is mandatory. The ability to drive a four-wheeler is desired.</li> <li>• Ability to speak Bodo.</li> <li>• Good interpersonal, communication, and presentation skills.</li> <li>• Good influencing, negotiating, and communication skills.</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of project monitoring, data collection and analysis.</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>• Capacity building and facilitation skills.</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 the 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 community mobilizer** with a cover letter and updated CV by 15<sup>th</sup> March, 2025. Only shortlisted candidates will be contacted for interview.

Contact number 8472010563 (call between 9am to 5pm Monday - Saturday)

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