

## the ant JOB DESCRIPTION for Education Executive

<b>Position:</b>	Education Executive
<b>Grade/Level</b>	IIB
<b>Project/Unit</b>	the ant
<b>Reports to:</b>	Programme Director
<b>Location:</b>	Chirang (BTAD), Assam
<b>Minimum Employment</b>	1 Year
<b>Remuneration</b>	18,000-20,000/- pm including statutory PF and other deductions
<b>Background</b>	the ant has been working in the northeast since the past 25 years. Working directly for 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 <a href="http://www.theant.org">www.theant.org</a>
<b>Job Summary</b>	<p>This is a full-time Education Executive position based in Santipur, Chirang. The purpose of the position is to provide direct and responsible leadership in education for the Education Facilitators and teachers in:</p> <ul style="list-style-type: none"> <li>• Monitoring 16 forest learning centers and 2 model learning centers in the Laimuti and Deosri area.</li> <li>• Augmenting a Learning Ecosystem in the Forest area through the forest learning centers and model learning centers.</li> <li>• Ensuring effective implementation in terms of impact, reporting, and timeliness and provide accurate and timely reports to the Programme Director.</li> <li>• Developing and disseminating modules for teaching and training of teachers as per learning outcomes</li> </ul>
<b>Contract/Key Relationships</b>	<ul style="list-style-type: none"> <li>• Curriculum development for primary school.</li> <li>• Building relationship with the community and SMC.</li> <li>• Conducting teacher's training on Pedagogy, activity based classroom, TLM and classroom management.</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Building and facilitating capacity of team members and teachers on relevant skills required for quality implementation of the project.</li> <li>• Establishing and running 2 Model learning centers in the forest area</li> <li>• Running 8 forest learning and 14 remedial learning centers in Deosiri and Santipur</li> <li>• Organize training, reflection, lessons learned workshops to the teachers of the learning centers in the forest areas, the support centers and the model centers</li> <li>• Conducting Educational Exposure Trips and Holiday camps for children of the learning centers in the forest areas, the support centers and the model centers</li> <li>• Conducting Baseline survey according to the schedule and ensure correct entry of the data collected.</li> <li>• Regular meetings conducted with team and progress of the project is presented/communicated to Director.</li> <li>• To assist in resolving issues that may come up during program implementation and to immediately communicate significant issues that may come across to immediate</li> </ul>

## the ant JOB DESCRIPTION for Education Executive

	<p>supervisor.</p> <ul style="list-style-type: none"><li>Any other task relevant to the project that may be allocated by the Director.</li></ul>
<b>Qualification &amp; Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>Graduate in education or related discipline.</li><li>Thorough knowledge of computer knowledge and on MS Excel.</li><li>Minimum one year experience in education, project coordination or relevant role in NGO's</li></ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"><li>Female candidates</li><li>Familiarity with working in NGO sector on education.</li><li>Capacity building and facilitation skills.</li><li>Familiarity with Local Language, such as Bodo, Assamese or Bengali, besides strong command over English.</li><li>Experience candidate.</li></ul>
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"><li>Having skills in data analysis.</li><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></ul>

Please send an email to [recruitment@theant.org](mailto:recruitment@theant.org) with the subject line **Application for the post of Education Executive** with cover letter and updated CV by 26<sup>th</sup> April 2025. Only shortlisted candidates will be contacted for interview.