

## the ant JOB DESCRIPTION for Gender Transformative Action Lead

<b>Position:</b>	Gender Transformative Action Lead
<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>	5 Years
<b>Remuneration</b>	35k – 40k 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 position based in Chirang, Assam, with up to 40% of time spent in travel to project locations.</p> <ul style="list-style-type: none"> <li>• The overall expectation of the Gender Transformative Action Lead is that while adhering to the vision, values and mission of the ant, the position will promote and support Gender Transformative and Value-Based change throughout the ant and programme thematic priorities. The position involves engaging in community activism and public and policy advocacy through different processes, be it writing, public speaking, training, community mobilisation and meaningful public discourse, even at the grass roots level.</li> <li>• The scope of work of the Gender Transformative Action Lead requires experience and in-depth understanding of Inclusion, Diversity and Equity, and women's empowerment issues; regional political acumen; as well as social change programming expertise.</li> <li>• Important functional relationships include but are not limited to the ant Executive Director and Programme Director, Monitoring Evaluation and Learning Associate, Project Coordinators; and also Admin, Finance and Accounts for coordination, support, information sharing, coaching and influencing at regular intervals and as required. The position will work in close collaboration with the programme team.</li> <li>• For issues related to gender transformational action, the position will also represent, converge and collaborate with govt. and non-govt. entities at District, State and National levels.</li> </ul>
<b>Contract/Key Relationships</b>	<ul style="list-style-type: none"> <li>• Ensure the ant's interventions contribute to sustainable, just, and equitable transformation within communities.</li> <li>• Developing and sustaining working relationships with internal/external stakeholders of the ant</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead the assessment of gender transformative programming to ensure consistency and quality, including monitoring of progress and performance.</li> <li>• Ensure that appropriate knowledge, skills, tools and capacities are in place to</li> </ul>

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	<p>support staff's performance on gender transformative programming.</p> <ul style="list-style-type: none"> <li>• Support the Executive Director and Programme Director in ensuring gender transformative quality programming and influencing is included in the design and development of organization strategy, policy, organizational change processes.</li> <li>• Provide leadership in developing skills, tools and capacities in gender transformative programming throughout the ant organization and programme. Outcome-based and action-oriented training is a core function of the Gender Transformative Action Lead position. Training is to be done with the idea of promoting gender sensitivity through advocacy for policy change on the one hand and changing perspectives of the ant staff and communities on the other.</li> <li>• Identify training needs and support capacity-building of the ant staff through actions such as regular gender orientation and gender training programs.</li> <li>• Ensure that systems are in place in projects to support effective gender transformative action implementation, such as action planning, monitoring processes and reporting documentation; and that staff understand the systems and follows them accordingly</li> <li>• Support the Executive Director, Programme Director, and the Programme team to develop capability at cluster level to deliver good quality gender transformative action communications material for influencing, campaigning and branding, and for fund-raising and advocacy work.</li> <li>• Provide oversight and coordination efforts for the ant's involvement in Global and National Campaigns related to Women and Girls, Inclusion, Diversity and Equity, Children and Youth.</li> <li>• Provide leadership, direction and motivation to the ant programming within the 'clusters', through an observable and passionate commitment to women and girls' rights and equality for all children.</li> <li>• As and when required, delve into issues that are rights based, both nationally and internationally, and in particular the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), and laws related to women and other gender identities.</li> <li>• Interact with, build, and nurture effective working relationships with relevant govt. agencies, NGOs, CSOs, service providers in order to foster coordination, collaboration and partnership related to gender transformative action.</li> <li>• Initiate efforts with state agencies and national bodies to access technical and financial resources for the ant's gender related activities.</li> <li>• Actionate the ant Gender Policy within the organization and programming on these 2 key points, but not limited to: a) Promote a stronger understanding of the links between gender inequality, patriarchy and women's discrimination among communities and groups the ant works with. b) Actively promote the ant Gender Equality policy and lead the periodic revision of the policy considering the changing life cycle needs of employees, the organization and alignment with global and national policies.</li> <li>• Actively promote the ant gender equality policy throughout recruitment, selection, induction, and appraisal processes.</li> <li>• Work in close coordination with Child Safeguarding focal points and ensure that the ant policies for Safeguarding Children, and Gender, Inclusion, Diversity and Equity are fully embedded in accordance with the principles and requirements of the policy, and that relevant Implementation Standards and Guidelines are applied. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and the ant Code of Conduct</li> </ul>
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	<p>(CoC), and that concerns are reported and managed in accordance with the appropriate procedures.</p> <ul style="list-style-type: none"> <li>• Develop a gender transformative action Monitoring Learning and Evaluation system.</li> <li>• Ensure that Gender Transformative Work related to project outcomes is being carried out, with an eye also on related budgets &amp; program finance.</li> <li>• Document evidence of good practices and facilitate findings and recommendations for organizational learning and action.</li> <li>• Attend training and workshops from time to time and practice learnings at work in order to contribute to better gender related outcomes of projects/programme.</li> </ul>
<b>Qualification &amp; Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Master's degree or equivalent in gender/women studies.</li> <li>• Extensive experience (5+ years) working on gender equality and women's empowerment is highly desirable.</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Female candidates</li> <li>• Facilitating Gender Training.</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>• Strong technical skill and understanding of gender dynamics.</li> <li>• Experience in programme design, implementation and evaluation.</li> <li>• Ability to analyze data and communicate effectively.</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 Gender Transformative Action Lead** with cover letter and updated CV by 29<sup>th</sup> May 2025. Only shortlisted candidates will be contacted for interview.