

the ant JOB DESCRIPTION for Documentation Associate

Position	Documentation Associate
Grade	IIB
Project	Livelihood
Location	Chirang
Qualification	Postgraduate in any discipline
Remuneration	20,000/- to 25,000/- pm gross salary incl statutory deductions
Background	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 www.theant.org
Job Summary	<p>This is a full-time Documentation Associate position based in Udalguri.</p> <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	<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. ● 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. ● 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. ● 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.

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	<ul style="list-style-type: none">● 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.● Take initiative in proposing professional/personal development and be responsible for practising learning from any given training/workshop/study that has been attended at work to improve quality outputs and outcomes.● Expected to follow the code of conduct of the ant and the SOPs on various issues available.● Our organization is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. The recruitment process includes thorough background checks, reference verification, and adherence to our child protection policy.● Anything else requested by the Project Advisory Committee Member/Director to support the quality of programming for the ant.
Qualification & Experience	Essential: <ul style="list-style-type: none">● Thorough knowledge of computer knowledge with excellent command on MS Excel, and other database and statistical applications (SPSS, STATA, etc) will be an added advantage● Knowledge and understanding of data collection and analysis● Excellent written and oral communication skills in English required
Skills & Competencies	<ul style="list-style-type: none">● Good interpersonal, analytical and problem-solving skills.● Ability to work in and respect diversity, and contribute to positive team building and organizational culture.● Ability to meet deadlines and be flexible to work in a dynamic work environment.● Demonstrated learning agility, pro-activeness and openness to embrace new technologies at work● Ability to travel extensively to gather firsthand information from the field● Fluency in written/ spoken English is essential and a working knowledge of local language (Assamese/Bodo) is preferable.

Please send an email to recruitment@theant.org with the subject line Application for the post of Documentation Associate with cover letter and updated CV by 20th March 2026. Only shortlisted candidates will be contacted for an interview.
