



JOB Description: (Data Officer; MATERNAL AND NEWBORN HEALTH Project)

ABOUT SNEHA

A secular, Mumbai-based non-profit organisation, SNEHA believes that investing in women's health is essential to building viable urban communities. SNEHA targets four large public health areas: Maternal and Newborn Health, Child Health and Nutrition, Sexual and Reproductive Health and Prevention of Violence against Women and Children.

Our approach is two-pronged: it recognises that in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work at the community level to empower women and slum communities to be catalysts of change in their own right and collaborate with existing public health systems and health care providers to create sustainable improvements in urban health.

ABOUT THE PROGRAM

SNEHA's Maternal and Newborn Health program seeks to improve the quality of delivery of maternal and neonatal health care in urban slums by building an accountable healthcare system as well as to empower communities to be responsible for addressing women's and newborns' integrated health needs.

THE ROLE

The Data Officer will work closely with the intervention team and monitoring and evaluation team to ensure smooth data processing. Data officer will ensure the timely data related inputs to the intervention teams for their efficient work.

RESPONSIBILITIES

1. Design MIS tools, forms and relational databases for monitoring and evaluation surveys
2. Oversee entry, processing and cross checking of data to maintain quality of data
3. Coordination with Program team to ensure smooth data processing
4. Coordination with IT teams for handling hardware issues
5. Basic data analysis (cross tabulations, descriptive statistics) using Excel/ Tableau/ STATA
6. Preparing presentations using graphs, tables prepared in Excel/Tableau
7. Monthly data report generation and presentation for review meetings
8. Field visits to ensure data quality
9. Assisting M&E Coordinator in trainings of community organizers
10. Assisting in research or any other assignment as and when required
11. Contribute to organizational level work and events.
12. Ensure adherence to SNEHA values, policies and guidelines

MANAGEMENT & REPORTING

- Report daily to the Monitoring and evaluation Coordinator.
- Report monthly to the M&E team
- Manage Investigators for data related work and cross checking

PERSON SPECIFICATION REQUIREMENTS

Essential

- Educational qualification: Graduate in any discipline from a recognized institution
- Two or more years of work experience in data management
- Proficient in MS office/ MS excel

- Command over English, Hindi, Marathi
- Strong analytical skills with attention to detail and accuracy
- Able to work independently in Excel at advanced level to assist in Business Intelligence System
- Organizational skills, team working, ability to meet deadlines, adaptability, initiative, and delivery of commitments

Desirable

- Proficient in data analysis using SPSS/STATA
- Willingness to travel within Mumbai

APPLICATIONS

Interested candidates can send their CVs via email to recruitment@snehamumbai.org with Subject line: **SNEHA_DO_MNH**