

JOB DESCRIPTION: Documentation Coordinator- MNH

ABOUT THE PROGRAM

Maternal & New Born Health Program

SNEHA's Maternal and Newborn Health Program works in partnership with Public health system and vulnerable communities towards strengthening primary healthcare and establishing inter and intra referral linkages to ensure better outcomes for pregnant mothers and newborns. The main purpose is to impact Maternal and Child health indicators in urban slums.

THE ROLE

The Documentation Coordinator is expected to work on documenting the program processes and activities and producing quality documents. The role also expects creating high level of advocacy documents such as policy paper, presentations and manuals. He/She is expected to coordinate with program team specifically with Coordinators for regular updates and reporting purposes.

RESPONSIBILITIES

- Preparation and design of various types of reports/documentation including audio visual.
- Compiling and sending reports of project activities to the donor agency during the time frame of the project,
- Preparing training manuals/modules, process manuals and other publication materials,
- Participating in all meetings, events and trainings for documentation of meeting minutes and training reports where required
- Making presentations for conferences and meetings
- Collecting resource material for the project
- collaborate with the team members in all matters related to publications and reports
- Responsible for creating and publishing of the resource material for various advocacy meetings
- Facilitate the production of, and contribute to academic publications, give inputs in qualitative and quantitative research designs and Implementation
- Review of Literature
- Assisting in hosting visitors, co-coordinating advocacy efforts
- Assisting APD and PD in writing Proposal
- Documenting all the processes of implementation through periodic field visits to capture case stories and to collect information for supporting evidence.
- Ensure period collation of positive case stories from the field/staff for publication purposes/ wider dissemination
- Training and guidance to the community outreach team for documentation.
- Contribute to the overall SNEHA communication strategies, reports and media activities.

MANAGEMENT & REPORTING

- Report on daily activities to the APD

PERSON SPECIFICATION REQUIREMENTS

Essential

- Masters with minimum of 3-5 years of work experience in social field and preferably in research and documentation.
- Ability to work in coordination with a large team
- Excellent rapport building and interpersonal communication skills
- Ability to interact with the people of different positions and skill sets for positive outcomes
- Multi-tasking and quick turnaround time
- Ability to work in demanding environment
- Understanding of work ethics and values
- Command on language written and spoken English
- Knowledge of local languages: Hindi and Marathi prefer
- Willingness to travel within Mumbai and MMRDA

Desirable

- Familiarity with government systems, ministries, departments and informal settlements in Mumbai
- Experience of working with system and community
- Negotiation skills

Work Location

- Mumbai - Thane

APPLICATIONS

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