

JOB DESCRIPTION: (Training Officer and Maternal and Newborn Health Program)

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

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

This position is responsible for planning, organizing, conducting, and monitoring Maternal and newborn health program's trainings for the staff and stakeholders/beneficiaries.

RESPONSIBILITIES

- Capacity building of Program team (monthly) by identifying capacity building needs of the Community Organizers, Program Officers etc.
- Design training curricula's with assistance of PCs and APD and prepare training calendar
- Conduct monthly capacity building trainings for team in consultation with Capability Building & Learning Development Manager SNEHA and inter program team.
- Prepare pre-post evaluation and feedback tools considering the nature of training.
- Prepare training reports on regular basis.
- Capacity building of stakeholders as per the need by following training process including permission from stakeholders (where required) and related correspondence to succeed the capacity building initiatives.
- Capacity building of Community Groups by following training process including training need assessment with assistance with program Officers.
- Identification of suitable resource persons for conducting technical and clinical, behavioral/motivational training for team and stakeholders.

MANAGEMENT & REPORTING

- Report on daily activities to the APD

PERSON SPECIFICATION REQUIREMENTS

- Education to at least **graduation level** with exposure of training and work in underprivileged communities
- Familiarity with government systems, ministries, departments and informal settlements in Mumbai and surrounding corporations
- Experience in literature review for design training curricula's, assessment tools, planning , organizing, and delivery of training programs
- Excellent skills of interpersonal communication, rapport building , presentation skills, writing in English
- Ability to maintain role boundaries and exceed with innovations
- Interest in maternal and child health and nutrition
- Fluency in English, Hindi and Marathi.
- Self-starting, self-monitoring abilities and negotiation skills.
- Ability to work in coordination with a large team
- Ability to interact with the people of different positions and skill sets for positive outcomes
- Multi-tasking and quick turnaround time
- **Willingness to travel within Mumbai and Mumbai Metropolitan Region Development Authority (MMRDA)**

Desirable

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

APPLICATIONS

Interested candidates can send their CVs via email to recruitment@snehamumbai.org with Subject line: **SNEHA_Role_Program** & Can also contact us on: 7506654943