

## **JOB DESCRIPTION: MONITORING AND EVALUATION COORDINATOR (MATERNAL & NEW BORN 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 New born 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.

### **THE PROJECT**

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 PROFILE**

The Monitoring and Evaluation Coordinator will be responsible for the quantitative evaluation and implementation and management of the monitoring system of the program. Her role will include:

- Conducting periodic (baseline, mid-term and end line) surveys and sub-studies involving study design, design of questionnaires, translation and finalization
- Overseeing field level data collection to ensure valid data and ensuring ethical compliance
- Undertake data processing and analyze data collected for periodic surveys, sub-studies, monthly reports and papers
- Design and develop monitoring framework to track the progress of program activities
- Design and development of formats in mobile apps/databases
- Troubleshooting technology issues related to electronic data collection
- Disseminate findings from monitoring data and periodic surveys to program and managerial team
- Coordinating with Information Management team to design, develop and implement an efficient MIS
- Recruitment and training of Data Officers/Data Entry Operators as and when required
- Participate in SNEHA Research Group Activities and support in submission of application for ethical approval for data collected in SNEHA
- Ensuring adherence to SNEHA values, policies and guidelines

### **EXPERIENCE AND QUALIFICATIONS**

- Master's Degree in Economics/Statistics/Population Studies/Public Health or allied fields
- At least 3 years' work experience in quantitative analysis
- Experience with SPSS and/or STATA
- Experience with managing large and complex databases
- Command over English and Hindi
- Basic knowledge of qualitative research (desired)

### **SALARY AND EMPLOYMENT CONDITIONS**

Salary will range between Rs. 33,000 – Rs. 40,000 per month, based on prior experience and suitability to the role. The position is based in Mumbai; three days a week in Program office in Thane and remaining two days with the other M&E team members based in Chembur, to ensure cross-learning and training and work in close collaboration with research team.

## **APPLICATIONS**

To be sent by **7th January 2017** via email to [hr@snehamumbai.org](mailto:hr@snehamumbai.org) with Subject line: M & E Coordinator or posted to:  
HR Department, SNEHA  
Behind Building No. 11, BMC Colony,  
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