

JOB DESCRIPTION: PROGRAM COORDINATOR, PVWC (1 POST)



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.

THE PROGRAM – PREVENTION OF VIOLENCE AGAINST WOMEN AND CHILDREN (PVWC)

SNEHA's Program on Prevention of Violence against Women and Children aims to develop high-impact strategies for primary prevention, ensure survivors' access to protection and justice, empower women to claim their rights, mobilise communities around 'zero tolerance for violence', and respond to the needs and rights of excluded and neglected groups. The Program prioritises enhanced co-ordination of the state response to crimes against women through a convergence approach that works with government and public systems to reinforce their role in assuring basic social, civil and economic security. Primary preventive interventions are carried out through community outreach programs and campaigns. Secondary interventions for survivors of violence are provided through a comprehensive service-oriented system.

THE PROJECT – LITTLE SISTER

The Little Sister project is about developing a crowd sourced notification system for domestic violence which will provide access and help to girls and women facing violence and also will generate estimates of how much violence is happening in real time in the complex environment of Dharavi. The project will develop SNEHA's women volunteers into a team who use a set of protocols and skills to carry out surveillance and provide immediate crisis intervention for women facing violence. At the same time, the program's existing community organization team will use smartphones to capture data on their own interventions and those of volunteers, with the objectives of improving documentation and our ability to evaluate our field work.

THE PROFILE

The Program Coordinator provides operational leadership in the execution of the project. Specific areas of responsibility include project leadership and development, project implementation, as well as financial and administrative oversight. The post holder also contributes to SNEHA-level operations and development of the organization's vision and achievement of its goals. The position is based in Dharavi, Mumbai, with travel to other project sites as and when required.

The Program Coordinator reports to, and works closely with, the Program Director, and maintains day-to-day contact with staff members (officers, counsellors, community workers and administrative staff) of the Program on Prevention of Violence against Women and Children.

ROLE

- Helping to convert the project vision into a working strategy.
- Coordinating the design of the system, inputs from field teams and technical collaborators
- Coordinating the training and implementation of the system & logistics of the system
- Coordinating the field team and also consultants on the project, Reporting and analysis of the data.
- Ensuring that project timelines are met.

EXPERIENCE AND QUALIFICATIONS

1. Educational qualification: Graduate degree or enrolled and pursuing graduation
2. At least 3 years' work experience in the social sector
3. Good command over English and Hindi

PERSONAL ATTRIBUTES

1. Effective training and communication skills
2. Self-driven and an eagerness to take initiative
3. Excellent documentation skills
4. Ability to manage change and diversity
5. Enthusiasm for community engagement and networking
6. Sound values and work ethics

SALARY AND EMPLOYMENT CONDITIONS

Salary will range as per existing SNEHA banding, based on prior (relevant) experience and suitability to the role.

APPLICATIONS

To be sent by 13th February 2017 via email to hr@snehamumbai.org with Subject line: **SNEHA_PVWC_PROGRAM COORDINATOR.**