



## JOB DESCRIPTION: PROGRAM COORDINATOR (CHILD HEALTH & NUTRITION)

### 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.

We are looking for Program Coordinators to manage community interventions at some of our projects.

### THE PROFILE

The Program Coordinator will be responsible for the overall planning and implementation of the intervention of the project; assist in the hiring, training and building capacity of team members, effective utilization of teams, monitoring and supervision of delegated work, communication with other contributors within the program for documentation and evaluation inputs. He/she will oversee and monitor collection of data, develop research design and analyse data. Incumbent will be required to liaise and network with partners, funders and stakeholders and continually consider how emerging knowledge can be transformed into policy or developed as a model. He/she will also be required to contribute to organizational level work and events. This position reports to the Associate Program Director and is based in Mumbai.

### EXPERIENCE AND QUALIFICATIONS

1. Educational qualification: Master's Degree (Social Work/Allied) or higher
2. At least 5-7 years' work experience in similar setting
3. Good command over English and Hindi

### MANAGERIAL (LEADERSHIP) COMPETENCIES

1. Strong strategic skills – understanding the project, making complex decisions, and innovating
2. Getting organized and ensuring results within timelines
3. Effective team management
4. Effective delegation – setting clear expectations, tracking progress and communicating information
5. Strong conflict resolution skills

### PERSONAL ATTRIBUTES

1. Achievement mindset and an eagerness to take initiative
2. Effective Communication, personal and interpersonal skills
3. Good Documentation and reporting skills
4. Ability to manage change and diversity
5. Walking the talk – dependability, consistency and reliability
6. Enthusiasm for community engagement
7. Sound values and work ethics

### SALARY AND EMPLOYMENT CONDITIONS

Salary will range based on prior experience and suitability to the role.

### APPLICATIONS

To be sent by **26<sup>th</sup> August 2017** via email to [recruitment@snehamumbai.org](mailto:recruitment@snehamumbai.org) with Subject line: **(SNEHA Program Coordinator-CHN)**