

JOB DESCRIPTION: PROGRAM OFFICER –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 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 – MATERNAL AND NEWBORN HEALTH

Since 2004, SNEHA has partnered with the Municipal Corporation of Greater Mumbai (MCGM) to develop and refine a participatory approach based on the theory of Appreciative Inquiry (AI) that empowers health care personnel across various levels of the health care system to work together to strengthen maternal and neonatal health care at all levels (SNEHA model). After a successful rollout in Mumbai, SNEHA has been invited to scale its intervention to six adjacent municipal corporations in Maharashtra – Thane (TMC), Mira-Bhayander (MBMC), Kalyan-Dombivali (KDMC), Ulhasnagar, Bhiwandi and Vasai-Virar (VVMC), MCGM (Municipal Corporation of Greater Mumbai).

THE PROFILE

- Planning and implementing project activities in coordination with Program Coordinator (PC) and field team
- Building and sustaining effective rapport with different stakeholders including health facilities staff and community members.
- Planning large community mobilization events like campaigns with different creative ideas
- Planning and organizing trainings of the health post staff of different cadres (Medical Officers, Community Health Volunteers/Link Workers)
- Assisting PCs in planning trainings of maternity home and peripheral hospital staff
- Maintaining documentation related to all the activities and trainings
- Assisting PCs in collating data for periodic reports for funders, Municipal Corporation officials and for internal circulation
- Assisting PCs in arranging regional referral meetings
- Trouble shooting at the facility level and community level
- Capacity building of the community organizers, Health committees and link workers
- Planning and conducting regular meetings of the field staff
- Conducting periodic ANC clinic observation and feedback meetings with Health Post staff, Link workers and beneficiaries to plan the strategies to improve the access to health post services
- Supporting PC in establishing referral linkages between HP and Maternity Home
- Maintaining and monitoring timesheets of field staff and ensuring monthly regular submission to HR & Administration
- Any other role assigned by the program

These positions report to the Program Coordinator, and will be based in the Thane and MMRDA regions.

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

MANAGERIAL (LEADERSHIP) COMPETENCIES

1. Understanding the project domain
2. Keeping focus on goals to ensure outcomes
3. Effective team management

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 28th August 2017 via email to recruitment@snehamumbai.org with Subject line: **SNEHA_Program Officer-MNH**