

JOB DESCRIPTION: TRAINING OFFICER (2 POSTS)



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 PROFILE

The Training Officers are responsible for undertaking, organizing and managing internal trainings, development of training materials and budgeting of all training programs. The role includes:

1. Providing on-going and refresher trainings to program teams on requisite indicators
2. Conducting training needs assessment and mobilizing internal and external training resources
3. Evaluating effectiveness of the training conducted by use of pre & post-test forms; preparing these forms
4. Reviewing the sessions conducted by the field teams
5. Downloading/procuring training and BCC material for the field teams; developing BCC tools, power points, flash cards and one pagers
6. Testing of material and tools before rolling it out in the intervention
7. Developing and maintain training modules
8. Budgeting and preparing vouchers

The positions are based at our Healthy Cities Project, Malwani and Maternal and Newborn Health Program, Thane and MMRDA areas.

EXPERIENCE AND QUALIFICATIONS

1. Educational qualification: Bachelor's/ Master's Degree
2. At least 4-5 years' work experience in similar setting; certification in training preferred
3. Good command over Hindi, Marathi and English

COMPETENCIES AND PERSONAL ATTRIBUTES

1. Excellent training and documentation skills
2. Excellent oral and written communication skills
3. Ability to connect easily and a dynamic and versatile approach
4. Self-driven and an eagerness to take initiative
5. Ability to work with large teams and manage change and diversity
6. Enthusiasm for community engagement and networking
7. Sound values and work ethics

SALARY AND EMPLOYMENT CONDITIONS

Salary will range between **Rs. 19,000 – Rs. 29,000 per month**, based on qualifications, 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_Training Officer**