

## **JOB DESCRIPTION: TRIAL MANAGER (ASSOCIATE PROGRAM DIRECTOR) PREVENTION OF VIOLENCE AGAINST WOMEN AND CHILDREN**



### **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, Adolescent Health and Sexuality, and Prevention of Violence against Women and Children.

SNEHA recognises that, in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work with communities residing in informal settlements to empower women and 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.

SNEHA's Program on Prevention of Violence against Women and Children (PVWC) 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 prioritizes 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 roles in assuring basic social, civil and economic security.

The program has recently begun work on the project "Community interventions for primary and secondary prevention of violence against women and girls: a cluster randomised controlled trial in urban India". In informal settlements of Mumbai, we will test the effects of community mobilization through groups and volunteers to prevent violence against women and girls. In India, 29% of women report physical violence in the last year, 7% sexual violence, and 30% multiple forms of violence, causing physical, mental, societal, and economic harms. Reviews suggest community mobilisation as a promising approach, but there have been few large enough trials of prevention programs. Our community intervention has been developed over 16 years of programmatic experience and two years of preparatory research, and our understanding of its effects is encapsulated in a theory of change. We will compare 24 areas receiving support services, community group, and volunteer activities with 24 areas receiving support services only, primarily in terms of effects on occurrence of intimate partner violence and domestic violence in the last year. We will also examine disclosure of violence to support services, community attitudes to violence, bystander intervention, gender equality, and occurrence of non-partner sexual violence. Backed by public engagement, advocacy, and open publication, our vision is of a replicable community-led intervention to address the public health burden of violence against women and girls.

### **THE PROFILE**

Taking a senior role in the Program, the Trial Manager (Associate Program Director) provides operational leadership for the trial. Specific areas of responsibility include project management: oversight of project evaluation, financial, administrative, and human resources management. The post-holder also contributes to SNEHA-level operations and development of the organisation's vision and achievement of its goals.

#### **Description**

The post-holder will have the leading role in planning, co-ordinating and completing the project. They will have excellent communication and presentation skills, together with the ability to organise and motivate others. They will demonstrate flair, enthusiasm, innovation, and leadership when faced with challenges and will provide strategic, tactical, and operational management skills in the planning and execution of the project. The associate program director should possess an understanding of gender, violence against women and children, and substantial experience in project management

The Trial Manager reports to the Program Director and Research Partner, and maintains day-to-day contact with all their team members: senior researchers, officers, investigators, and administrative staff.

## **DUTIES AND RESPONSIBILITIES**

### **Overall efficient day-to-day management of the trial**

- Review key study quality metrics (eligibility, primary endpoint data, etc) and determining appropriate action in conjunction with the investigator team.
- Manage the trial budget(s) and maintain the accounts.
- Act as the point of contact for all external and internal agencies.
- Co-ordinate the preparation and publication of data, reports and information, ensuring that they meet legislative, contractual and ethical requirements.
- Understand the requirements of the various controlling bodies, agencies and frameworks, guiding the project in conforming to those requirements and co-ordinating any necessary audit processes.
- Liaison with the Trial Steering Committee and Data Monitoring and Ethics Committee with a particular view to compliance with Research Governance, Good Clinical Practice, Data Protection and Ethical Requirements.
- Provision of regular and ad hoc information, both written and verbal, to include reports, updates, and guidance.
- Work with the Program Director to ensure that the trial is meeting its targets, is producing meaningful output, and to predict and plan any changes that warrant requests to changes in protocol, funding or time.
- Ensure the inclusion of user group representatives at the appropriate levels and times.
- Plan and support the meetings and work of the various groups and bodies associated with the trial.
- Create and maintain all trial files, including the trial master file, and oversee site files.
- Ensure that personal and confidential information is restricted to those entitled to know.

### **Finance, Human Resources, and Administration**

The Trial Manager oversees all finance, human resources and administrative functions, including:

- Ensuring sound procedures for fiscal control, risk management, contract and legal compliance.
- Ensuring project budgets timelines are met.
- Overseeing cash management and financial reporting to the Program Director and Finance Director.
- Ensuring staff are trained for their roles as well as ensuring personal development.

### **Shared Responsibilities of All Senior Team Members**

In addition to the essential duties and responsibilities listed above, all team members are expected to contribute to the following shared responsibilities:

- Participate in team planning processes.
- Participate in team recruitment and evaluation processes.
- Contribute to organizational and strategic planning processes.

## **QUALIFICATIONS AND EXPERIENCE**

1. Educational qualification: Master's Degree or higher.
2. At least 3 to 5 years of relevant experience.
3. Prior experience of managing a project.
4. Oral and written command of English and Hindi.

## **MANAGERIAL (LEADERSHIP) COMPETENCIES**

1. Strong strategic and problem solving skills.
2. Strong skills in ensuring results within timelines and budgets.
3. Effective team management.

4. Effective delegation: setting clear expectations, tracking progress and communicating information people need on their jobs.
5. Ability to work with a variety of stakeholders including donors, government organizations, and community organizations.
6. Ability to understand the larger vision of the program and the organization to match policy outcomes.
7. Managing collaborations.

#### **PERSONAL ATTRIBUTES**

1. Achievement mind-set and an eagerness to take initiative.
2. Effective communication, personal, and interpersonal skills.
3. Ability to manage change and diversity.
4. Enthusiasm for community engagement.
5. Sound values and work ethics.

#### **APPLICATIONS**

To be sent via email to [recruitment@snehamumbai.org](mailto:recruitment@snehamumbai.org) with subject line: **Trial Manager (Associate Program Director)**

