



## **JOB DESCRIPTION**

**OPENING FOR: DOCUMENTATION-CONSULTANT**

**PROGRAM: CHILD HEALTH AND NUTRITION**

**ROLE REPORTS TO: ASSOCIATE PROGRAM DIRECTOR**

**LOCATION: DHARAVI**

### **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.

### **ABOUT THE PROGRAM –AAHAR**

Sneha's Aahar program intervention has worked in partnership with the systems and communities. We now believe that we should gradually increase the responsibility of ICDS services to enable them to undertake critical activities relevant to child health and nutrition, with progressively reduced support from SNEHA community organizers and other levels of staff. This will involve considerable investment in capacity building of all cadres of ICDS staff by SNEHA's staff.

While we address issues on the supply side, we accept that we need to address the awareness and uptake of ICDS services by the community. To increase knowledge and bring about behavior change in the community, we have worked on educating mothers and care givers on different aspects of child health and nutrition, sanitation, hygiene and the services they are entitled to from ICDS and MCGM. We would now like to further build capacity of the community to expect, demand and negotiate availability and improved quality services from ICDS and on the other hand, to demonstrate their responsibility for the community mothers and young children. We will facilitate the community to act as the catalyst for sustained change.

SNEHA has focused its efforts in the Aahar program on reduction of malnutrition i.e on moderate and severe malnourished children through well supervised protocolized intervention. We would now like to increase the scope of our work to prevention of malnutrition by also focusing on normal children to prevent growth faltering and reduce children slipping into moderate and severe malnutrition.

SETCO Foundation is the implementation agency for the Corporate Social Responsibility of the Setco Group of companies, with a focus on achieving public health outcomes for those who are socially excluded and poor, currently working in Panchmahal District, Gujarat.

SETCO Foundation has approached SNEHA to collaborate on one of their projects called Nandghar Project, working to improve maternal, infant and child health and nutritional status in Panchmahal district, Gujarat, India. The purpose of the collaboration with SNEHA is to support SETCO to replicate SNEHA's Aahar model with a focus on child health and nutrition and referral for uptake of allied services. SNEHA is working as a technical partner for building capacity of Community health workers and core team since June 2016.

## **PURPOSE OF THE ROLE**

Consultant for documenting SNEHA SETCI partnership

## **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.

## **DUTIES & RESPONSIBILITIES**

1. Documenting partnership processes
2. Preparing Monthly and quarterly reports
3. Making presentations for review meetings
4. Documentation of minutes of the meetings

## **MANAGEMENT & REPORTING**

1. Report fortnightly to the Associate Program Director.
2. Manage data capture, storage, analysis and reports.

## **EDUCATIONAL QUALIFICATION & EXPERIENCE REQUIRED FOR THIS ROLE**

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
4. Experience in literature review for design training curricula's, assessment tools, Planning, organizing and delivery of training programs
5. Excellent skills of interpersonal communication, presentation skills, writing in English, analysis of complex documents
6. Experience in documentation, quantitative and qualitative data collation and interpretation
7. Ability to maintain role boundaries and exceed with innovations
8. Interest in maternal and child health and nutrition
9. Fluency in English, Hindi and Marathi.
10. Self-starting, self-monitoring abilities and negotiation skills.
11. Flexibility in time management.
12. Willingness to travel to Baroda once in a while

## **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. Sound values and work ethics

**APPLICATIONS**

Interested candidates can send their CVs via email to [recruitment@snehamumbai.org](mailto:recruitment@snehamumbai.org) with  
Subject line: **CHN-DOCUMENTATION-CONSULTANT**