

JOB DESCRIPTION



OPENING FOR: DATA OFFICER (COMMCARE)

NAME OF THE PROGRAM: PREVENTION OF VIOLENCE AGAINST WOMEN AND CHILDREN

ROLE REPORTS TO: TRIAL COORDINATOR

JOB LOCATION: DHARAVI-UHC

ABOUT PROJECT

The program has recently begun work on conducting a trial on “Community interventions for primary and secondary prevention of violence against women and girls: a cluster randomized 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 mobilization 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, and 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 ROLE

The Data Officer will work closely with the team and monitoring and evaluation team to ensure smooth data processing. Data officer will ensure the timely data related inputs to the intervention teams for their efficient work.

RESPONSIBILITIES

1. Design MIS tools, forms and relational databases for monitoring and evaluation surveys
2. Oversee entry, processing and cross checking of data to maintain quality of data
3. Coordination with Program team to ensure smooth data processing
4. Coordination with IT teams for handling hardware issues
5. Basic data analysis (cross tabulations, descriptive statistics) using Excel/ Tableau/ STATA
6. Preparing presentations using graphs, tables prepared in Excel/Tableau
7. Monthly data report generation and presentation for review meetings
8. Field visits to ensure data quality
9. Assisting M&E Coordinator in trainings of community organizers
10. Assisting in research or any other assignment as and when required
11. Contribute to organizational level work and events.
12. Ensure adherence to SNEHA values, policies and guidelines

MANAGEMENT & REPORTING

- Report daily to the Monitoring and evaluation Coordinator.
- Report monthly to the M&E team
- Manage Investigators for data related work and cross checking

PERSON SPECIFICATION REQUIREMENTS

Essential

- Educational qualification: Graduate in any discipline from a recognized institution
- Two or more years of work experience in data management
- Proficient in MS office/ MS excel
- Command over English, Hindi, Marathi
- Strong analytical skills with attention to detail and accuracy
- Able to work independently in Excel at advanced level to assist in Business Intelligence System
- Organizational skills, team working, ability to meet deadlines, adaptability, initiative, and delivery of commitments

Desirable

- Proficient in data analysis using SPSS/STATA
- Willingness to travel within Mumbai

APPLICATIONS

Interested candidates can send their CVs via email to suchita.yadav@snehamumbai.org OR recruitment@snehamumbai.org with Subject line: **SNEHA_Data Officer-PVWC-TARA TRIAL**