

JOB DESCRIPTION



OPENING FOR: PROGRAM OFFICER

NAME OF THE PROGRAM: MATERNAL AND NEW BORN HEALTH (MNH)

ROLE REPORTS TO: PROGRAM COORDINATOR

JOB LOCATION: KALYAN DOMBIVALI MUNICIPAL CORPORATION (KDMC)

ABOUT THE PROGRAM

The Maternal and New Born Health Program partners with seven municipal corporations namely Mumbai, Thane, Kalyan Dombivali, Mira Bhayander, Vasai Virar, Bhiwandi Nizampur and Ulhas Nagar covering Mumbai Metropolitan Region. The main purpose is to impact Maternal and Child health indicators in urban slums. Kalyan Dombivali Municipal Corporation (KMDC) and SNEHA have partnered in initiating and sustaining a formal referral system for mothers and newborns and focusing on improving the status of maternal and neonatal health services. Along with the system strengthening component, community mobilization was also given high priority. With the purpose of improving community participation Community Health Committees were formed in the vulnerable locations and efforts were made to convert these group into MAS.

THE ROLE

Program officer intervention will be heading 1 community organizers and will be supported by the program Coordinator. The role of program officer will be as follows.

1. Achieving program deliverables and key result areas of maternal new born health.
2. Monitoring and supervision of community organizers to achieve monthly deliverables.
3. Ongoing training and capacity building of the team.
4. Mobilization and formation of community action groups (MAS formation)
5. To undertake planning and support team for effective implementation of planned activities.
6. Liaoning with government system like Public health facilities (Health Post, peripheral hospital etc.) KDMC and ICDS etc
7. Documentation of all meetings, community events, case stories etc.
8. Develop a good rapport with health facility staff, peers, and supervisors.

RESPONSIBILITIES

1. Coordinating with field team for ensuring implementation of project activities.
2. Planning, supervision, and monitoring of field team.
3. Coordination and Liaoning with KDMC health facilities and stakeholders.
4. Documentation of project activities
5. Administrative tasks

MANAGERIAL (Leadership) competencies

1. To take daily reporting from community organizers.
2. Report daily to program coordinator.
3. Manage data and ensure data entry by CO in commcare.
4. Contribute organizational culture and work of SNEHA to an appropriate degree
5. Participate in the SNEHA's activities

PERSONAL ATTRIBUTES

Essential

- Excellent skills of interpersonal communication, presentation skills, writing in English.
- Experience in documentation, quantitative and qualitative data interpretation.
- Education to at Graduate level with minimum 3-4 years of relevant field work experience.
- Ability to maintain role boundaries
- Interest in working with public health system and community volunteers.
- Fluency in Hindi, Marathi and English
- Self-starting and self-monitoring abilities

Desirable

- Familiarity with services provided by health facilities
- Experience in community mobilization.
- Negotiation skills.

APPLICATIONS

Interested applicants can send their updated CVs to: suchita.yadav@snehamumbai.org **OR** recruitment@snehamumbai.org with Subject line-SNEHA- MNH- Program Officer