

JOB DESCRIPTION



OPENING FOR: PROGRAM OFFICER (Male Only)

NO OF POSITION TO BE HIRED: 2

NAME OF THE PROGRAM: SNEHA CENTER

ROLE REPORTS TO: PROGRAM CORDINATOR

JOB LOCATION: GAUTAM NAGAR (Govandi and Mankhurd)

ABOUT THE PROGRAM

We work on the health and nutrition of women and children in the most vulnerable slums of Mumbai. We address health care from two directions. On the demand side, by attempting to create informed users of health services who will expect higher quality; and on the supply side, by working with public sector health providers (the Municipal Corporation of Greater Mumbai and the ICDS) to improve the quality of health services.

Goal

To improve the nutritional status of married women at pre and post conception and delivery and of children under six years of age in vulnerable communities in Mumbai.

THE ROLE & RESPONSIBILITIES

The Program officer will be responsible for undertaking activities to work with the community beneficiaries (married women in reproductive age, 0-2 children, married men, adolescents), groups of community volunteers, CBOs (Community base organization), he/she will focus work to increase male participation in the community for all interventions SNEHA Centre program doing (child health and nutrition, maternal and newborn health, adolescents, family planning component and prevention of violence against women and children). S/he will work with 8 community organizers and will be responsible for reporting of 4 community organizers directly.

THE PROFILE

A. Core intervention:

- Achieving of Program deliverables and key result areas on different components of child health and nutrition, maternal and new born health, adolescent's health, family planning and prevention of violence against women and children.
- Responsible to improve primary and secondary outcome indicators of the program.
- Monitoring and supervision of community organizers to achieve monthly deliverables
- Organizing awareness campaigns on the issue of sanitation and hygiene, gender equality, violence against women and children, Family Planning, Adolescent issues
- To coordinate with Health post, ICDS and police for convergence while conducting community Meetings and events.

- To coordinate with local groups of youth, CBO's and NGO's to network to collaborate our activities jointly or independently.
- Documenting all session, events, case stories, process of group formation and program related activities
- Supporting PC and CO to facilitate interface between public system staff and community members
- Assisting PC in managing the administration and finance related compliance for the project
- Develop a good rapport with the peers and supervisor.
- Develop domain knowledge and contribute to development of behavior change communication material
- Working with frontline workers from public systems to coordinate community level camps, adolescent friendly services (health clinics, talks, checkup)
- Any other activities assigned to fulfill programmatic outcomes and goals eg community events, any research data required from community for any program related research work.

B. Working with community volunteers and working with men:

- Mobilization of community volunteers and formation of community action groups to take ownership for health intervention and issues related to community development
- On-going training and capacity building of the team/ Community volunteers.
- Mobilizing and generating awareness among men to sustain Men's work of SNEHA Centre Program in the community.
- Formation of men's group in the community.
- Creating a pool of community volunteers from adolescents, adult men/women group who will become our advocates/change leaders in the community and will sustain our work at community level.
- To guide community volunteers to lead collective actions in the community.

C. Working with adolescents:

- Responsible to carry out sessions with adolescents on thematic areas of gender, sex, sexuality, sexual and reproductive health and gender based violence and field level implementation.
- Facilitating sessions with parents to create buy in and dissipate myths around services provided, especially anaemia and mental health screening/gynaec referrals for Reproductive Health issues
- Facilitate content delivery with older adolescents/Change Agents on topics of Civic engagement, leadership development
- Supporting clinical psychologists for daily interventions with children and parents
- Documentation of processes related to group education and working closely with PC to enhance conceptual learning among adolescents

EXPERIENCE AND QUALIFICATIONS

- Excellent interpersonal communication, presentation skills
- Fluency in writing/speaking English, Hindi, Marathi
- Experience in documentation, quantitative and qualitative data interpretation
- Excellent MS office skills (Word, excel and power point)
- Education - Graduation (Full time course) - with minimum 3-4 years of relevant experience in any 2 of the thematic area (child health, maternal health, family planning and violence)
- Ability to maintain role boundaries

- Interest in different themes like child health and nutrition, family planning, prevention of Violence against women, Adolescent health and children and maternal and new-born health
- Self-starting and self-monitoring abilities.
- Flexibility in time management.
- Willingness to travel within Mumbai, Maharashtra and India as per project needs

MANAGERIAL (LEADERSHIP) COMPETENCIES

- Planning, supervision and monitoring of COs
- Coordinating with community organisers (COs) for ensuring mobilization of adolescents for group sessions, implementation of project activities
- Coordination and Liasoning with ICDS, MCGM and stakeholders.
- Documentation of project activities.
- Administrative tasks
- Daily updates , ensure data entry by CO in comm care, data tracking of community organisers
- Weekly reporting to the Program coordinator
- Session /event reporting with required supporting documents
- Contribute to the organizational culture and work to an appropriate degree
- Participate in the SNEHA activities.

PERSONAL ATTRIBUTES

- Familiarity with government systems, ministries, departments and informal settlements in Mumbai
- Experience in community mobilization.
- Negotiation skills.

******Male applicants are preferred considering working with men at late evening hours/weekends**

APPLICATIONS

Interested applicants can send their updated CVs to: shikha.kotian@snehamumbai.org OR recruitment@snehamumbai.org with Subject line-**SNEHA- Sneha Center- Program Officer**