

## **JOB DESCRIPTION**



**OPENING FOR: PROGRAM OFFICER**

**NAME OF THE PROGRAM: HEALTHY CITIES PROGRAM**

**ROLE REPORTS TO: PROGRAM COORDINATOR**

**JOB LOCATION: MALVANI- MALAD**

### **ABOUT THE PROGRAM**

Healthy Cities Project intervention model address planned parenthood, maternal health and nutrition, sexual and reproductive health, child health and nutrition also the prevention of violence against women and children using an integrated life cycle approach that addresses critical first 1000-day period, the period from the start of a mother's pregnancy through her child's second birthday. The model encompasses thematic areas viz. maternal and new born health, child health and nutrition, family planning and prevention of violence against women and children. The intervention strategies include home visits by trained community organisers to identify health problems, monthly anthropometry of children to identify malnourished children, provide health information for a range of services, community awareness sessions, life skills education sessions for adolescents, counselling services and community based distribution of contraceptives, anaemia screening camps for pregnant and lactating mothers. The intervention model includes public health systems to improve referral linkages and to increase utilization of health care services provided by them. The project adopts this approach and works to create a collective vision and facilitates individuals, families, communities and health systems to realize that vision. The project aims to improve the health and nutritional status of married women and of children under six years of age in vulnerable communities of Malvani.

### **THE ROLE**

Program officer intervention will be heading a team of 7 community organizers and will be supported by program coordinator. The roles of program officer will be as follows:

1. Achieving of Program deliverables and key result areas on different components of child health and nutrition, maternal and newborn health, family planning and prevention of violence against women and children.
2. PO is expected to improve primary and secondary outcome indicators of the program.
3. Monitoring and supervision of community organizers to achieve monthly deliverables
4. Mobilization and formation of community action groups and volunteers to take ownership for community development
5. Ongoing training and capacity building of the team.
6. To undertake planning and support team for effective implementation of planned activities.
7. Preparing event budgets and should also take opportunity to prepare center budgets.
8. Liaoning with government systems like - ICDS, MCGM, Police and BMC department as per the requirement
9. Coordination with other NGO's having field presence in the community like Americares etc.
10. Appropriate and timely documentation of all meetings, events, activities and innovations of the center.
11. Develop a good rapport with the peers and supervisor.
12. Develop domain knowledge and contribute to development of behavior change communication material

## **RESPONSIBILITIES**

1. Coordinating with field teams for ensuring implementation of project activities
2. Planning, supervision and monitoring of field teams.
3. Coordination and Liaoning with ICDS, MCGM and stakeholders.
4. Documentation of project activities.
5. Administrative tasks

## **MANAGERIAL (Leadership) competencies**

- To take daily reports from community organisers
- Report weekly to the Program coordinator
- Manage data and ensure data entry by CO in comm care daily.
- Contribute to the organizational culture and work of SNEHA to an appropriate degree
- Participate in the SNEHA 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 4 years of relevant experience**
- Ability to maintain role boundaries
- Interest in different themes like child health and nutrition, family planning, prevention of violence against women and children and maternal and new-born health
- Fluency in English, Hindi and Marathi.
- Self-starting and self-monitoring abilities.
- Flexibility in time management.
- Willingness to travel within Mumbai, Maharashtra and India.

### **Desirable**

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

## **APPLICATIONS**

Interested applicants can send their updated CVs to: [recruitment@snehamumbai.org](mailto:recruitment@snehamumbai.org) **OR** [suchita.yadav@snehamumbai.org](mailto:suchita.yadav@snehamumbai.org) with Subject line-SNEHA- HCP- Program Officer