

## **JOB DESCRIPTION**



**OPENING FOR: ASSOCIATE PROGRAM DIRECTOR- INTERVENTION**

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

**ROLE REPORTS TO: PROGRAM DIRECTOR**

**LOCATION: KURLA**

### **ABOUT THE PROGRAM**

A secular, Mumbai-based non-profit organisation, SNEHA believes that investing in women's health is essential to building viable urban communities. SNEHA works on four major public health issues: Maternal and Newborn Health, Child Health and Nutrition, Adolescent Health and Sexuality, and Prevention of Violence against Women and Children.

SNEHA recognises that, in order to improve urban health standards, initiatives must target both care seekers and care providers. We work with communities residing in informal settlements to empower women and 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.

SNEHA's Program on Prevention of Violence against Women and Children (PVWC) aims to develop high-impact strategies for primary prevention, ensure survivors' access to protection and justice, empower women to claim their rights, mobilize communities around 'zero tolerance for violence', and respond to the needs and rights of excluded and neglected groups. The Program prioritizes enhanced coordination of the state response to crimes against women through a convergence approach that works with government and public systems to reinforce their roles in assuring basic social, civil and economic security.

The program has recently begun work on a cluster randomized controlled trial of community mobilisation to prevent violence against women and girls. 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 mobilisation 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, 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.

### **PURPOSE OF THE ROLE**

Taking a senior role in the Program, the Intervention Manager (Associate Program Director) provides operational leadership for the intervention and evaluation components of the trial in two out of four areas of the city. Specific areas of responsibility include project management: oversee project implementation, financial, administrative, and human resources management. The incumbent also contributes to SNEHA-level operations and development of the organisation's vision and achievement of its goals.

### **DESCRIPTION**

The post-holder will have a leading role in planning, coordinating, and completing the community intervention and evaluation components of the project in two areas of Mumbai. They will have excellent communication and presentation skills, together with the ability to organise and motivate others. They will demonstrate flair, enthusiasm, innovation and leadership when faced with challenges and will provide strategic, tactical and operational management skills in the planning and execution of the project in the community. The Intervention

Manager should have an understanding of gender, violence against women and children, and substantial experience in community mobilization and project management.

The Intervention Manager reports to the Program Director and Research Partner, and maintains day-to-day contact with all his/her team members: coordinators, officers, community workers, and administrative staff.

### **RESPONSIBILITIES (DAY TO DAY ACTIVITIES)**

**Based at a field office, the intervention manager will take responsibility for day-to-day management of field activities**

- Plan, strategize and oversee the activities of the intervention and evaluation teams in 12 clusters of informal settlements in Mumbai.
- Make regular visits to the project clusters.
- Recruitment, retention, training, appraisal, and supervision of intervention and evaluation team members.
- Coordination with research partners for data collection in intervention and controlled areas.
- Regular supervision of project coordinators, project officers, community organisers, and investigators.
- Establish procedures to ensure adherence to trial protocols and administrative requirements.
- Ensure efficient and effective data management.
- Monitor progress in intervention clusters to ensure compliance with and adherence to the project plan and to identify, evaluate, and rectify problems.
- Manage the intervention and evaluation budget(s) and maintain the accounts.
- Provide regular and ad hoc information, both written and verbal, to include reports, updates, guidance.
- Work with the Program Director to ensure that the trial is meeting its targets, is producing meaningful output, and to predict and plan any changes that warrant requests to changes in protocol, funding or time.
- Ensure the inclusion of user group representatives at the appropriate levels and times.
- Network with government and non-government institutions ensure support for survivors of violence.
- Plan and support the meetings and work of the various groups and bodies associated with the intervention.
- Create and maintain intervention files, including the trial master file, and oversee site files.
- Ensure that personal and confidential information is restricted to those entitled to know.

### **MANAGEMENT & REPORTING**

#### ***Finance, Human Resources, and Administration***

The Associate Program Director oversees all finance, human resources and administrative functions, including:

- Ensuring sound procedures for fiscal control, risk management, contract and legal compliance.
- Ensuring project budgets timelines are met.
- Overseeing cash management and financial reporting to the Program Director and Finance Director.
- Ensuring staff are trained for their roles as well as ensuring personal development.

#### ***Shared Responsibilities of all Senior Team Members:***

In addition to the essential duties and responsibilities listed above, all team members are expected to contribute to the following shared responsibilities:

- Participate in team planning processes.
- Participate in team recruitment and evaluation processes.
- Contribute to organizational and strategic planning processes.

## EDUCATION QUALIFICATION REQUIRED FOR THIS POSITION

### QUALIFICATIONS AND EXPERIENCE

- Educational qualification: Master's Degree or higher
- At least 8 years of relevant experience, preferably 10 years.
- Prior experience of managing a project.
- Oral and written command of English and Hindi.

### MANAGERIAL (LEADERSHIP) COMPETENCIES

1. Strong strategic and problem solving skills.
2. Strong implementation skills and ensuring results within timelines and budgets.
3. Effective team management.
4. Effective delegation: setting clear expectations, tracking progress, and communicating information people need on their jobs.
5. Ability to work with a variety of stakeholders including donors, government organizations, and community organizations.
6. Ability to understand the larger vision of the program and the organization to match policy outcomes.
7. Managing collaborations.

### PERSONAL ATTRIBUTES

1. Achievement mind-set and an eagerness to take initiative.
2. Effective communication, personal and interpersonal skills.
3. Ability to manage change and diversity.
4. Enthusiasm for community engagement.
5. Sound values and work ethics.

### APPLICATIONS

Interested candidates can send their CVs via email to [shikha.kotian@snehamumbai.org](mailto:shikha.kotian@snehamumbai.org) with Subject line: **Associate Program Director (Intervention Manager)**