

JOB DESCRIPTION



OPENING FOR: CONSULTANT MIS

NAME OF THE PROGRAM: SNEHA SHAKTI -SWATHYA SEVIKA

ROLE REPORTS TO: PROGRAM COORDINATOR & IM MANAGER

JOB DURATION: MONDAY to FRIDAY (4 hours a day)

JOB LOCATION: SANTACRUZ & KURLA

ABOUT THE PROGRAM

SNEHA is a secular, Mumbai-based non-profit organization addressing four major areas of public health: Maternal and Newborn Health, Child Health and Nutrition, Sexual and Reproductive Health, and Prevention of Violence against Women and Children - in urban slum context. SNEHA was established in 1999 by a group of renowned doctors and social workers who believed that curative care in hospitals was not enough; that they had to go beyond the walls of the hospital to protect more lives through prevention and education. SNEHA works towards the vision of realizing healthy and safe urban communities in the informal settlements of Mumbai and beyond.

SNEHA's Holistic Lifecycle Approach:

To break the inter-generational cycle of poor health in urban slums, we adopt a lifecycle approach addressing the following areas:

- (1) Maternal and Newborn Health (MNH)
- (2) Child Health and Nutrition (CHN)
- (3) Sexual and Reproductive Health (SRH_EHSAS)
- (4) Prevention of Violence against Women and Children (PVWC)

With a concept of "Every woman is empowered" further brings the change in her family and ultimately it helps to bring the change in the community as a whole. With an aim to bringing marginalized girls and women in the mainstream, Swasthya Sevika initiative was started by SNEHA in 2004 with the objectives: a) To educate quality health care professional to support in urban health b) To empower marginalized girls and women between 18 to 35 years. They are mobilized from vulnerable communities of Mumbai. SNEHA's first center started in Santacruz in 2004. The second in August 2013 in Govandi. The centers are run in two batches morning (9 to 1.30) and afternoon (1 to 5.30). The program is run with the support of Tech Mahindra Foundation.

- The revised 8 months course model from July 2015 initiated of 4 months theory and 4 months internship. The course provides nursing care, medicine and gynecology & pediatrics with additional computer and English speaking skills help them to develop confidence, the personality and making the course more holistic in nature. Initiation of "**Fun and learn**" concept, innovative teaching methodologies are used to make the learning interesting and more easy to understand.

- The centers are run by a team which consists of a doctor, nurse, Center-assistant, Community Organizer and managed by a team of Program Coordinator, Program Officer and Chief Executive Officer with a support by consultant doctor and a volunteer counselor.
- The majority of the graduates are employed in private hospitals and nursing homes. Their lives have been changed as they make forays into a career and stand on their feet. We keep abreast of current trends and practices of Nurse - aides through our network of doctors and nurses at hospitals and nursing homes.

Project activities includes: mobilization, recruitment & enrolment, parents meet, faculty meet, guest lectures, grooming and motivational sessions, events, celebration of important days, exposure visit, graduation, job placement.

More than 40 batches have successfully completed and more than 650 Swasthya Sevika trained till date since inception and > 70% are continuing the profession. 84 are under training from the SNEHA Nurse Aide Centre at 2 locations Santacruz and Kurla. SNEHA believes in change through such role models and encourages and support to bring the change in the community.

THE ROLE OF MIS CONSULTANT

- To be a point person with eZeon EIS digital for customization and MIS related work
- Testing of MIS forms and suggestions on modifications if any as per the need
- Training of staff on MIS as per the need
- Solving quires related to MIS
- Monitoring and supervision of data entry
- Importing data from MIS and generating report on a weekly basis
- Maintaining confidentiality of data
- Assistance in project related studies undertaken

RESPONSIBILITIES

- Working as per plan
- Timely deliverables
- Attending meetings after each deliverable
- Cross checking of Data entry in MIS
- Testing of MIS
- Generating query for the reports
- Preparing presentations of reports and presenting it
- Assistance in small studies – data collection, generating data entry tools etc.

MANAGEMENT & REPORTING

- Report fortnightly to the Program coordinator
- Attending meet for MIS related work with PC and centre team as per the need
- Managing the form development
- Maintaining records of deliverables

PERSON SPECIFICATION REQUIREMENTS

Essential

- Experience in understanding and development of database
- Skills of software or system and developing program/ customization etc.
- Negotiation skills especially with vendor
- Interest in working in social or health sector
- Ability to maintain role boundaries
- Self-monitoring abilities
- Flexibility in time management
 - Willingness to give extra time if required

Desirable

- Familiar to MIS development
- Familiar to NGO requirement
- Ability to understand the need of project
- Ability to understand the development of forms

APPLICATIONS

Interested candidates can send their CVs via email to suchita.yadav@snehamumbai.org OR recruitment@snehamumbai.org with Subject line: **SNEHA SHAKTI-CONSULTANT-MIS**