

JOB DESCRIPTION



OPENING FOR: PROGRAM COORDINATOR

NAME OF THE PROGRAM: MATERNAL AND NEWBORN HEALTH (MNH)

ROLE REPORTS TO: ASSOCIATE PROGRAM DIRECTOR

JOB LOCATION: THANE

ABOUT THE PROGRAM

SNEHA's Maternal and Newborn Health program seeks to improve the quality of delivery of maternal and neonatal health care in urban slums by building an accountable healthcare system as well as to empower communities to be responsible for addressing women's and newborns' integrated health needs.

THE PROFILE

The Program Coordinator will be responsible for the overall planning and implementation of the intervention of the project; assist in the hiring, training and building capacity of team members, effective utilization of teams, monitoring and supervision of delegated work, communication with other contributors within the program for documentation and evaluation inputs. He/she will oversee and monitor collection of data, develop research design and analyse data. Incumbent will be required to liaise and network with partners, funders and stakeholders and continually consider how emerging knowledge can be transformed into policy or developed as a model. He/she will also be required to contribute to organizational level work and events. This position reports to the Associate Program Director and is based in Mumbai.

RESPONSIBILITIES

- Strengthening partnership with different Municipal Corporation officials at various levels through meetings, interactions and continuous follow ups.
- Preparing plan of implementation with the Stakeholders.
- Executing and monitoring the project plan
- Monitoring the work plans and deliverables of program officers on daily basis.
- Organizing and conducting training programs for various levels of health care providers and ensuring the availability of skill trainers.
- Strengthening and establishing the regional maternity referral links and co-ordinating the periodic regional referral meetings.
- Ensuring the timely and coordinated intervention on issues raised in the referral meetings.
- Documenting project events and meetings.
- Periodic collation of data and writing reports.
- Capacity Building of the Program Officers and Community Organizers.
- Regular field visits for the observations and monitoring of the field activities.
- Conducting monthly review/ feedback meetings with the field team.

MANAGEMENT & REPORTING

- Strong strategic skills – understanding the project, making complex decisions, and innovating
- Getting organized and ensuring results within timelines
- Effective team management
- Effective delegation – setting clear expectations, tracking progress and communicating information
- Strong conflict resolution skills

PERSON SPECIFICATION REQUIREMENTS

ESSENTIAL

1. Educational qualification: Master's Degree (Social Work/Allied) or higher
2. At least 5-7 years' work experience in similar setting
3. Good command over English and Hindi

DESIRABLE

1. Achievement mindset and an eagerness to take initiative
2. Effective Communication, personal and skills interpersonal
3. Good Documentation and reporting skills
4. Ability to manage change and diversity
5. Walking the talk – dependability, consistency and reliability
6. Enthusiasm for community engagement
7. Sound values and work ethics

APPLICATIONS

Interested candidates can send CV via email on: suchita.yadav@snehamumbai.org OR recruitment@snehamumbai.org to with Subject line: **SNEHA: MNH-Program Coordinator**