

JOB DESCRIPTION



OPENING FOR: PROGRAM OFFICER (FEMALE ONLY)

NO OF POSITION TO BE HIRED: 1

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

ROLE REPORTS TO: PROGRAM COORDINATOR

JOB LOCATION: GOVANDI

ABOUT THE PROGRAM

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, mobilise communities around 'zero tolerance for violence', and respond to the needs and rights of excluded and neglected groups. The Program prioritizes enhanced co-ordination 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.

ABOUT THE PROJECT

Our community mobilization project involves: group education and enablement, and individual voluntarism. Group education involves women, men, and adolescents. It aims to develop awareness and understanding of violence, knowledge of rights and recourse, individual and collective local strategies for primary and secondary prevention, and increased confidence and leadership, and to reduce community tolerance and increase bystander action.

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THE PROFILE

Program Officers help the Program Coordinator manage the Community Team, specifically the Community Organizers, to support community mobilization, trainings, and VAWC interventions.

DESCRIPTION

The post-holder will support and implement the project activities in the assigned area /cluster. S/he will have community mobilisation and group work skills. S/he will demonstrate flair, enthusiasm, innovation, and leadership when faced with challenges in the community, and will provide immediate

response to local occurrences. The Program Officers (PO) will be willing to work on issues around gender and violence against women and Girls in the community.

The Community Program Officer reports to Program Coordinator and maintains day-to-day contact with all colleagues and supervisors.

THE ROLE & RESPONSIBILITIES

- Conduct intervention activities such as community mobilisation, group meetings, training sessions, management of volunteers, and organise events and campaigns.
- Implement the plan for community mobilisation with the community organisers on a daily basis.
- Support Sanginis in carrying out case interventions, collective action, and filling out the Little Sister app.
- Intervene in and follow up cases identified by the community team, group members and Sanginis.
- Build and strengthen the network between Sanginis who have phones and those who do not.
- Identify Sanginis who are either advanced or non-performing and, along with the coordinator, find alternative programmes to engage them and execute the plan.
- Manage and supervise the community organiser.
- Provide regular feedback to the coordinator on the app, its functioning, its user-friendliness and relevance of the content, and the data collected.
- Make weekly and monthly activity plans with the team and the supervisor.
- Collect data from the community organiser and report on a timely basis to the program coordinator. Enter the field data on a software application.
- Maintain documentation required in the project such as summaries of individual and collective action taken, case studies, etc.
- Ensure confidentiality and anonymity of the beneficiaries in the project.
- Support the coordinator and other officers as per the project and Program needs.

EXPERIENCE AND QUALIFICATIONS

- Educational qualification: Minimum Bachelor's degree from a reputable institute.
- .At least **three years'** experience of community work preferable.
- Oral and written command of Hindi, Marathi and working knowledge of English.
- Experience of managing a team.

PERSONAL ATTRIBUTES

- Achievement mind-set to accomplish project goals.
- Effective communication, personal and interpersonal skills.
- Ability to solve problems in the community.
- Commitment to community engagement.
- Sound values and work ethics.
- Open to diversity and respect for everyone.
- Self-motivated to take ownership and leadership while working with the community and team

APPLICATIONS

Interested applicants can send their updated CVs to: shikha.kotian@snehamumbai.org OR recruitment@snehamumbai.org with Subject line-**SNEHA- PVWC- PROGRAM OFFICER**