

## **JOB DESCRIPTION**

**OPENING FOR: PROGRAM OFFICER**

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

**ROLE REPORTS TO: PROGRAM COORDINATOR**

**LOCATION: MALAD (MALVANI)**

### **PURPOSE OF 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:

- Achievement 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.
- To improve primary and secondary outcome indicators of the program.
- Monitoring and supervision of community organizers to achieve monthly deliverables
- Mobilization and formation of community action groups and volunteers to take ownership for community engagement and development
- Ongoing training and capacity building of the team.
- To undertake planning and support team for effective implementation of planned activities.
- Preparing event budgets and prepare center budgets.
- Liaisoning with government systems like - ICDS, MCGM, Police and BMC department as per the requirement
- Coordination with other NGO's having field presence in the community like Americares etc. for referral services.
- Appropriate and timely documentation of all meetings, events, activities and innovations of the center.
- Develop a good rapport with the peers and supervisor.
- Develop domain knowledge and contribute to development of behavior change communication material

### **Responsibilities (GIVE SPECIFIC DAY TO DAY ACTIVITIES)**

- Coordinating with field teams for ensuring implementation of project activities
- Planning, supervision and monitoring of field teams.
- Coordination and Liaisoning with ICDS, MCGM and stakeholders.
- Documentation of project activities.
- Administrative tasks

### **MANAGEMENT & REPORTING**

- 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

## **PERSON SPECIFICATION REQUIREMENTS**

### **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 newborn 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 government systems, ministries, departments and informal settlements in Mumbai
- Experience in community mobilization.
- Negotiation skills.

## **APPLICATIONS**

Interested candidates can send their resume with cover letter by date via email on [shikha.kotian@snehamumbai.org](mailto:shikha.kotian@snehamumbai.org) OR [recruitment@snehamumbai.org](mailto:recruitment@snehamumbai.org) with the subject line: **PROGRAM OFFICER-HCP-MALAD**