

JOB DESCRIPTION

OPENING FOR: PROGRAM COORDINATOR

NAME OF THE PROGRAM: MATERNAL AND NEWBORN HEALTH PROGRAM

ROLE REPORTS TO: ASSOCIATE PROGRAM DIRECTOR

LOCATION: VASAI, VIRAR, MIRA BHAYANDER AND WESTERN MUMBAI

ABOUT SNEHA

A secular, Mumbai-based non-profit organisation, SNEHA believes that investing in women's health is essential to building viable urban communities. SNEHA targets four large public health areas: Maternal and Newborn Health, Child Health and Nutrition, Sexual and Reproductive Health and Prevention of Violence against Women and Children.

Our approach is two-pronged: it recognises that in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work at the community level to empower women and slum 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.

ABOUT THE PROGRAM

Maternal & New Born Health Program – Building Bridges

SNEHA's Maternal and Newborn Health Program works in partnership with Public health system and vulnerable communities towards strengthening primary healthcare and establishing inter and intra referral linkages to ensure better outcomes for pregnant mothers and newborns. The main purpose is to impact Maternal and Child health indicators in urban slums.

PURPOSE OF THE ROLE

The Program Coordinator is expected to oversee implementation of planned activities in assigned municipal corporations. The role also expects building strong rapport with the administrative officers and the health care providers for better cooperation and support in implementing the interventions. creating high level advocacy documents such as policy paper, presentations and manuals. He/She is expected to build the teams capacity in planning and implementing the program objectives and deliverables.

DUTIES & RESPONSIBILITIES

Networking and partnership:

- Strengthening Partnership with different Municipal Corporation officials at various levels through meetings, interactions and continuous follow ups
- Preparing plan of implementation with the Stakeholders

Monitoring and supervision:

- Executing and monitoring the project plan
- Monitoring the work plans and deliverables of program officers on daily basis
- Monitoring the performance of Program Officers and Community Organizers through periodic field visits and observations
- Conducting timely appraisals of the subordinate staff members
- Conducting monthly review/feedback meetings with the field team

Capacity building of team and health care providers:

- 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-coordinating the periodic regional referral meetings.
- Ensuring the timely and coordinated intervention on issues raised in the referral meetings
- Capacity building of the Program Officers and Community Organizers

Documentation and reporting:

- Documenting project events and meetings
- Periodic collation of data and writing reports
- Participate in senior management team meetings
- Working on tasks assigned by the senior management
- Working within the framework of the organization's policy.
- Working in other related aspects of the project as and when required
- Supporting the Associate Program Director to implement, monitor and evaluate strategic plans and systems
- Presenting information, analysis and stories about the projects and partners to different audiences, including funders
- Handling finances and administrative responsibilities

EDUCATIONAL QUALIFICATION & EXPERIENCE

- **Masters in Social Work with minimum of 3-5 years of work experience** in social field and preferably with health system and community.
- Ability to work in coordination with a large team
- Ability to understand data and data analysis
- Good knowledge and work experience of Excel, Power point and essential computer skills
- Excellent rapport building and interpersonal communication skills
- Ability to interact with the people of different positions and skill sets for positive outcomes
- Multi-tasking and quick turnaround time
- Ability to work in demanding environment
- Leadership and team management skills/team player
- Strong implementation and problem solving skills
- Managing collaboration/partnerships and net works
- Team dynamic management skills
- Understanding of work ethics and values

- Command on language written and spoken English
- Knowledge of local languages: Hindi and Marathi prefer
- Willingness to travel within Mumbai and MMRDA

DESIRABLE QUALIFICATION

- Familiarity with government systems, departments and informal settlements in Mumbai
- Experience of working with system and community
- Negotiation skills
- Patience to work with system

PREFERENCE WILL BE GIVEN TO PEOPLE WITH THE FOLLOWING SKILLS AND COMPETENCIES:

1. Proficient in reading, writing and speaking Hindi and Marathi,
2. Preferably with a working knowledge of English
3. Willingness to travel within Mumbai for fieldwork, with familiarity of the cultural and linguistic diversity in Mumbai
4. Ability to work efficiently to meet deadlines, and independently as well as in a team
5. Possess excellent communication, observation and listening skills
6. Interested in gender related issue specially violence and to learn various data collection methods.
7. Possess skills in using Smart-phone or electronic Tabs either in Hindi and/or English, and openness to learn other computer skills required for the project.
8. Candidate must be willing to travel within informal settlement areas of Mumbai.

APPLICATIONS

Interested candidates can send their resume with cover letter by date via email on recruitment@snehamumbai.org OR shikha.kotian@snehamumbai.org with the subject line: **PROGRAM COORDINATOR-MNH**