

JOB DESCRIPTION

OPENING FOR: CONSULTANT IT STAFF

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

ROLE REPORTS TO: CENTRE ADMINSTRATOR

LOCATION: KEM HOSPITAL

THE PROGRAM – PREVENTION ON VIOLENCE AGAINST WOMEN AND CHILDREN

SNEHA's Program on Prevention of Violence against Women and Children 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 prioritises enhanced co-ordination of the state response to crimes against women through convergence approach that works with government and public systems to reinforce their role in assuring basic social, civil and economic security. Primary preventive interventions are carried out through community outreach programs and campaigns. Secondary interventions for survivors of violence are provided through a comprehensive service-oriented system.

One Stop Centres (OSC)

SNEHA has been appointed as the implementing agency in the One-Stop Centre, at KEM Hospital. One Stop Centers (OSC) are intended to support women affected by violence, in private and public spaces, within the family, community and at the workplace. Women facing physical, sexual, emotional, psychological and economic abuse, irrespective of age, class, caste, education status, marital status, race and culture will be facilitated with support and redressal . Aggrieved women facing any kind of violence due to attempted sexual harassment, sexual assault, domestic violence, trafficking, honour related crimes, acid attacks or witch-hunting who have reached out or been referred to the OSC will be provided with specialized services.

DUTIES & RESPONSIBILITIES

THE PROFILE

The Role:

- The role will involve troubleshooting and maintenance of IT equipment and IT assets.
- The IT Staff would generate the Unique ID of the women affected by violence through web based software.
- She/he would document the case history as provided by the Centre Administrator, Counsellor, Paramedic, Lawyer and Police Facilitation Officer and record proceedings for case management as well as develop the web based data, help in video conferencing, data entry operations etc.
- She/he would be responsible for keeping record of CCTV footage at OS and ensure the backup being preserved for a period of two years.
- She/he would follow strict proceedings to maintain privacy with regard to data generated and will ensure that name and other details of aggrieved women remain confidential in each step of case history documentation.
- She/he will assist the police facilitation officer/counsellor/ Para Medical Personnel/ Para Legal Personnel to document the case history.
- Server and network maintenance

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- Server and network maintenance
- Maintenance of IT asset (Mobiles, Tablets, Desktop and Laptops)
- Quarterly data backup of office and field staff
- Resolving technical issues of staff's official handheld devices
- Maintenance of internet and related equipment like routers , LAN devices and firewalls
- Attending monthly meetings of program teams to address technical issues
- She/he would draft the monthly/quarterly report based on the MIS, web based data collection which would be approved at the level of the Centre Administrator for submission to the Management Committee.
- She / He should be available in times of urgency and also during meetings to redress grievances related to the OSC staff.
- She/ He should see that the AMCs are done in time and follow-up with vendors and staff regularly.

MANAGEMENT & REPORTING

- The position will report to the Centre Administrator and in absence of the CA to the Counsellor on duty.

EXPERIENCE AND QUALIFICATIONS

Essential

- Education qualifications: Graduation (any discipline) preferably IT
- At least 2-3 years professional experience in IT hardware and networking
- Good understanding of Servers and networking
- Highly motivated and adaptable to varied work environments
- Will abide by the confidentiality requirements of the OSC

Desirable

- Experience in handling network security devices
- Experience in working in the development space

APPLICATIONS

Interested candidates can send their resume via email shikha.kotian@snehamumbai.org OR recruitment@snehamumbair.org with the subject line: SNEHA-PVWC- CONSULTANT IT STAFF-KEM HOSPITAL