

JOB DESCRIPTION



OPENING FOR: MONITORING AND EVALUATION COORDINATOR

NAME OF THE PROGRAM: RESEARCH

ROLE REPORTS TO: ASSOCIATE DIRECTOR-M & E

JOB LOCATION: THANE AND CHEMBUR

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.

PURPOSE OF THE ROLE

The Monitoring and Evaluation Coordinator will be responsible for the quantitative evaluation and implementation and management of the monitoring system of the program.

THE PROFILE

RESPONSIBILITIES (DAY TO DAY ACTIVITIES)

- Design and development of dashboards using data visualization software
- Undertake data processing and analyze data collected for monthly, quarterly and annual reports
- Coordinating with Information Management team to design, develop and implement an efficient MIS
- Participate in SNEHA's research activities and support in ethical compliance for program M & E
- Conducting surveys and sub-studies involving study design, design of questionnaires, data collection, analysis and report when and if required
- Disseminate findings from monitoring/evaluation data to program and managerial team
- Recruitment and training of Data Officers/Data Entry Operators as and when required
- Ensuring adherence to SNEHA values, policies and guidelines
- Design and develop monitoring framework to track the progress of program activities
- Design and development of formats in mobile apps/databases

MANAGEMENT & REPORTING

- Reports to Associate Director, M & E

PERSON SPECIFICATION REQUIREMENT

ESSENTIAL

- Master's Degree in Economics/Statistics/Population Studies/Public Health or allied fields
- At least 3 years' work experience in quantitative analysis
- Experience with SPSS and/or STATA
- Excellent writing skills

DESIRABLE

- Experience with managing large and complex databases
- Basic knowledge of qualitative research

APPLICATIONS

Interested candidates can send CV via email on: shikha.kotian@snehamumbai.org or recruitment@snehamumbai.org to with Subject line: SNEHA: **RESEARCH- MONITORING AND EVALUATION COORDINATOR –THANE AND CHEMBUR**