OPENING FOR: CONSULTANT DOCUMENTATION

NAME OF THE PROGRAM: MATERNAL AND NEWBORN HEALTH (MNH)

ROLE REPORTS TO: ASSOCIATE PROGRAM DIRECTOR

JOB LOCATION: BHIWANDI NIZAMPUR CITY MUNICIPAL CORPORATION (BNMC)

NO OF HOURS: 96 HOURS PER MONTH

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.

THE PROFILE

1. Documenting protocols on infectious diseases prevention in children with support from experts of infectious diseases and Program Team
2. Documenting Training protocols for Maternal and New-born Health including Home Based Care of Low Birth Weight Infants. (LBWI)
3. Documenting processes of Bhiwandi Direct Intervention (Home visit, Community Action Group/MAS/Health Committee Meeting, Group Meeting, Community Awareness Events, Feedback Meeting, Review meeting Health Talk at health posts and hospitals, health system and community strengthening processes) by critically analysing each component of intervention.
4. Documenting the capacity building processes with health facility staff and ASHAs.
5. Documenting the M&E processes of intervention
6. Compiling cases stories from community and system.
7. Supporting Documentation officer for preparing reports and returns to be sent to funders and health facilities.

PERSON SPECIFICATION REQUIREMENTS

ESSENTIAL

- Master in Public health/ Social Work /Sociology/ Psychology/English literature or any relevant stream with minimum of 3 years’ experience in relevant field specifically in documentation.
- Command over language (English and Hindi) both written and verbal.
- Willing to travel to Bhiwandi at least twice a week.

APPLICATIONS

Interested candidates can send CV via email on amrita.srivastava@snehamumbai.org or recruitment@snehamumbai.org with Subject line: SNEHA: MNH-Documentation Consultant