

JOB DESCRIPTION



OPENING FOR: DOCUMENTATION OFFICER

NAME OF THE PROGRAM: HEALTHY CITIES PROJECT

ROLE REPORTS TO: ASSOCIATE PROGRAM DIRECTOR

JOB LOCATION: MALVANI- MALAD

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

We work on the health and nutrition of women and children in the most vulnerable slums of Mumbai. We address health care from two directions. On the demand side, by attempting to create informed users of health services who will expect higher quality; and on the supply side, by working with public sector health providers (the Municipal Corporation of Greater Mumbai (M.C.G.M) and the Integrated Child Development Services (ICDS)) to improve the quality of health services.

The goal is to improve the nutritional status of married women at pre and post conception and delivery and of children less than six years of age in vulnerable communities in Mumbai. Further, along with nutrition interventions focus on Early Childhood Care and Development (ECCD) with considering the positive impacts on the physical growth and cognitive, motor, and behavioural development of young children.

PURPOSE OF THE ROLE

Maintaining documentation of all important and critical process carried out to improve the program intervention indicators.

THE PROFILE

- The Documentation Officer is primarily responsible for the documentation of the various components of the project/program. The responsibilities includes:
- Assisting program teams to prepare quarterly progress report, annual progress report
- Preparing presentations for review meetings, funder reports, program presentations, external visitors
- Prepare reports of all events, campaigns and stakeholders workshops ensure social media advocacy
- Supporting the team in preparing concept notes and other project related documents
- Supporting in preparation of proposals for workshops and events
- Collecting resource material for the project, literature review
- Compiling and recording of all the events/activities, capturing minutes of meetings
- Preparing draft case stories, training and guidance on documentation to the community outreach teams
- Monthly collation of all work with government systems and other stakeholders through narrative reports
- Closely work with communications domain seek support



MANAGEMENT & REPORTING

- Report weekly to the Associate program director.

EDUCATION QUALIFICATION REQUIRED FOR THIS POSITION

ESSENTIAL

- Educational qualifications – Graduate/Masters in social work, English literature, mass communication
- Candidate should have minimum 4 years of experiences
- Excellent written and oral communication.
- Experience of documentation of processes, writing concept notes, preparing proposals
- Should be able to read and write in English, Hindi and Marathi
- Should have knowledge and understanding about MCH issues
- Capacity to plan, prioritize and deliver tasks on time to meet goals
- Sound values and work ethics
- Excellent skills of interpersonal communication, presentation skills, writing in English
- Experience in documentation, quantitative and qualitative data interpretation

DESIRABLE (5 DESIREABLE SKILLS FOR THE ROLE)

- Excellent documentation and written skills
- Experiences of working in program related to community mobilization and MCH services
- Familiarity of working with health department functionaries

APPLICATIONS

Interested candidates can send CV via email on: shikha.kotian@snehamumbai.org OR recruitment@snehamumbai.org to with Subject line: SNEHA: HEALTHY CITIES PROJECT – Documentation Officer

