

## JOB DESCRIPTION



**OPENING FOR: DOCUMENTATION COORDINATOR**

**NAME OF THE PROGRAM: CONTINUUM OF CARE - SAMAGRA**

**ROLE REPORTS TO: PROGRAM DIRECTOR**

**JOB LOCATION: MMRDA**

### **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**

Project Samagra, aims to create an urban health ecosystem that is responsive, affordable, and equitable, and which provides quality preventive, promotive, and curative primary health care for the urban poor, with a focus on women, girls, and other vulnerable populations. The Samagra program will create a total market for comprehensive, consumer-empowered primary health care. Samagra will continue to build upon lessons learned from other projects aimed improving family planning (FP), maternal, and child health services tailored to the urban poor. Lessons learned and new approaches will ensure that no one is left behind.

The Samagra project has three strategic approaches: (a) Technical assistance at the national, state, and city levels to “urban primary care touch points;” (b) Rapidly support the implementation of proven concepts, scaling up on lessons learned from previous programs; and (c) Test experimental concepts and models and to aggregate new ideas and incubate promising concepts to generate innovative, proof-of-concept solutions. These strategic approaches focus on two cross-cutting themes of Harnessing the Private Sector and Active Community Engagement through collaboration and partnerships to enable the Samagra program to deploy more effective and sustainable solutions; and a Collaborative Learning and Adaptive (CLA) Management Approach, using rigorous implementation science to test models for health outcomes and cost efficiency, sharing lessons learned widely through communities of practice. By adopting the three strategic approaches and while maintaining focus on the two cross cutting themes, the project will deliver the following the results and outcomes. This project will be implemented in Dharavi, M/E war and BNMC. This vacancy is for Dharavi project

## **THE ROLE**

### **DOCUMENTATION:**

- **Training /BCC Material Development** by designing and developing assessment tools, need base training material, home visit module, volunteer/CAG module, couple activity module for CO. Explore , update and re-develop the existing BCC with assistance of PCs & APD. Inter team cross sharing and learning for BCC development. Prepare the Google sheet/annual training calendar for program. Design and develop KSP (Knowledge, Skill and Practice) quarterly exam pattern to understand capacity building needs of COs and POs
- **Resource Mobilization** by Identifying new resources for the training and enlist the details as per their expertise and availability. To promote leadership, training skills encourage resources within team.
- **Reports-** Preparation and design of various types of reports/documentation including audio visual such as Monthly reports, Quarterly Reports, Annual Reports, Funding proposals, Research Proposals, Profiles-organization/community/project ,templates to be used for reports, data collection, presentations, letters for correspondence/permissions , special field events /campaign, videography and photography albums.
- **Compiling and analyzing field reports, data** and emerging into a consolidated report or presentation for organizational, stakeholder and funder needs
- **Participating in strategic discussion** meetings of program and assisting the senior management of the program in writing project proposals

### **EDUCATIONAL QUALIFICATION & EXPERIENCE**

- Education- post-graduation and at least 5 years of experience with exposure to work with underprivileged communities
- Experience in literature review for design training curricula's, assessment tools, planning , organizing and delivery of training programs
- Excellent skills of interpersonal communication, presentation skills, writing in English, analysis of complex documents
- Experience in documentation, quantitative and qualitative data collation and interpretation

### **PERSON SPECIFICATION REQUIREMENTS**

#### **ESSENTIAL**

- Ability to maintain role boundaries and exceed with innovations
- Interest in maternal and child health and nutrition
- Fluency in English, Hindi and Marathi.
- Self-starting, self-monitoring abilities and negotiation skills.
- Flexibility in time management.
- Willingness to travel within Mumbai

### **DESIRABLE**

- Familiarity with government systems, ministries, departments and informal settlements in Mumbai
- Experience in community development.

### **APPLICATIONS**

Interested applicants can send their updated CVs to: [recruitment@snehamumbai.org](mailto:recruitment@snehamumbai.org) OR [shikha.kotian@snehamumbai.org](mailto:shikha.kotian@snehamumbai.org) with Subject line-**SNEHA-CONTINUUM OF CARE -SAMAGRA-DOCUMENTATION COORDINATOR-MMRDA**