

JOB DESCRIPTION



OPENING FOR: DOCUMENTATION COORDINATOR

NAME OF THE PROGRAM: HEALTHY CITIES PROJECT

ROLE REPORTS TO: ASSOCIATE PROGRAM DIRECTOR

JOB LOCATION: MALVANI- MALAD

ABOUT THE PROGRAM

Healthy Cities Project intervention model address planned parenthood, maternal health and nutrition, sexual and reproductive health, child health and nutrition, early child hood development and care, psychological support to parents to support them for ensuring child development and also the prevention of violence against women and children. It uses an integrated life cycle approach that addresses critical first 1000 day period, the period from the start of a mothers pregnancy and extents till the child achieves 3 years of age.

The model encompasses thematic areas viz. maternal and new born health, child health and nutrition, family planning and prevention of violence against women and children. The intervention strategies include home visits by trained community organisers to identify health problems, monthly anthropometry of children to identify malnourished children, provide health information for a range of services, community awareness sessions, counselling services and community based distribution of contraceptives through government facilities, anaemia screening camps for pregnant and lactating mothers.

The intervention model includes public health systems to improve referral linkages and to increase utilization of health care services provided by them. The project adopts this approach and works to create a collective vision and facilitates individuals, families, communities and health systems to realize that vision. The project aims to improve the health and nutritional status of married women and of children under six years of age in vulnerable communities of Malvani.

PURPOSE OF THE ROLE

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

THE PROFILE

The Documentation Coordinator is primarily responsible for the documentation of the various components of the project/program. The responsibilities include:

- 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 and undertaking needs assessment surveys
- 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 – 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

- 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: recruitment@snehamumbai.org OR shikha.kotian@snehamumbai.org to with Subject line: **SNEHA: HEALTHY CITIES PROJECT –Documentation Coordinator**

