

## **JOB DESCRIPTION**



**OPENING FOR: PROGRAM COORDINATOR**

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

**ROLE REPORTS TO: ASSOCIATE PROGRAM DIRECTOR**

**NO OF POSITION- 2**

**JOB LOCATION: DHARAVI**

### **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**

- The Program Coordinator will be responsible for the overall planning and implementation of the intervention of the project; assist in the hiring, training and building capacity of team members, effective utilization of teams, monitoring and supervision of delegated work, communication with other contributors within the program for documentation and evaluation inputs.
- He/she will oversee and monitor collection of data, develop research design and analyse data. Incumbent will be required to liaise and network with partners, funders and stakeholders and continually consider how emerging knowledge can be transformed into policy or developed as a model.
- He/she will also be required to contribute to organizational level work and events. This position reports to the Associate Program Director and is based in Mumbai.

### **DUTIES & RESPONSIBILITIES**

- Coordinating with field teams for ensuring implementation of project activities
- Supervision and monitoring of field teams.
- Coordination and Liaoning with ICDS, MCGM and stakeholders.
- Documentation of project activities.
- Administrative tasks

### **EDUCATIONAL QUALIFICATION & EXPERIENCE**

- Post graduate in Social work/ Developmental studies and minimum 5 years of experience of managing and supervising team
- Experience in advocacy with a range of stakeholders for change in policy and practice
- Excellent skills of interpersonal communication, presentation skills, writing in English, analysis of complex documents
- Experience in documentation, quantitative and qualitative data collation and interpretation

### **MANAGEMENT & REPORTING**

- Report weekly to the Associate Program Director.
- Report monthly to the advocacy group coordinated by the Program Director.
- Manage data capture, storage, analysis and reports.
- Contribute to the organizational culture and work of SNEHA to an appropriate degree for someone at Consultant level.
- Participate in the SNEHA Research Group.

## **PERSON SPECIFICATION REQUIREMENTS**

### **ESSENTIAL**

- Ability to maintain role boundaries
- Interest in child health and nutrition
- Fluency in English, Hindi and Marathi.
- Self-starting and self-monitoring abilities.
- Flexibility in time management.
- Willingness to travel within Mumbai, Maharashtra and India.

### **DESIRABLE**

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

### **APPLICATIONS**

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