

JOB DESCRIPTION



OPENING FOR: PROGRAM OFFICER

NAME OF THE PROGRAM: CONTINUUM OF CARE -SAMAGRA

ROLE REPORTS TO: PROGRAM COORDINATOR

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

- Program officer intervention will be heading a team of 5 community organizers and will be support by program coordinator. The roles of program officer will be as follows:
- Achievement of program deliverables and key result areas on different components of child health and nutrition, maternal and newborn health, and prevention of violence against women and children.
- To improve primary and secondary outcome indicators of the program.
- Monitoring and supervision of community organizers to achieve monthly deliverables
- Mobilization and formation of community action groups and volunteers to take ownership for community engagement and development
- Ongoing training and capacity building of the team.
- To undertake planning and support team for effective implementation of planned activities.
- Preparing event budgets and prepare center budgets.
- Liaoning with government systems like - ICDS, MCGM, Police and BMC department as per the requirement
- Coordination with other NGO's having field presence in the community I. for referral services.
- Appropriate and timely documentation of all meetings, events, activities and innovations of the center.
- Develop a good rapport with the peers and supervisor.
- Develop domain knowledge and contribute to development of behavior change communication material

DUTIES & RESPONSIBILITIES

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

EDUCATIONAL QUALIFICATION & EXPERIENCE

- Education to at Graduate level with minimum 2 + years of experience
- Excellent skills of interpersonal communication, presentation skills, writing in English
- Experience in documentation, quantitative and qualitative data interpretation

MANAGEMENT & REPORTING

- To take daily reports from community organizers
- Report weekly to the Program coordinator

- Manage data and ensure data entry by CO in Comm care daily.
- Contribute to the organizational culture and work of SNEHA to an appropriate degree
- Participate in the SNEHA activities

PERSON SPECIFICATION REQUIREMENTS

ESSENTIAL

- Ability to maintain role boundaries
- Interest in different themes like child health and nutrition, prevention of violence against women and children and maternal and newborn health
- 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.

APPLICATIONS

Interested applicants can send their updated CVs to: shikha.kotian@snehamumbai.org OR recruitment@snehamumbai.org with Subject line-**SNEHA- CONTINUUM OF CARE-SAMAGRA-PROGRAM OFFICER-DHARAVI**