

## JOB DESCRIPTION



**OPENING FOR: PROGRAM OFFICER**

**NAME OF THE PROGRAM: MATERNAL AND NEWBORN HEALTH (MNH)**

**ROLE REPORTS TO: PROGRAM COORDINATOR**

**JOB LOCATION: MCGM- Chembur, Dharavi, Wadala, Bandra, Mahim, Kurla, Charni Road and Parel**

### **ABOUT THE PROGRAM**

The Maternal and New Born Health Program partners with seven municipal corporations namely Mumbai, Thane, Kalyan Dombivali, Mira Bhayander, Vasai Virar, Bhiwandi Nizampur and Ulhas Nagar covering Mumbai Metropolitan Region. The main purpose is to impact Maternal and Child health indicators in urban slums.

Municipal Corporation of Greater Mumbai (MCGM) and SNEHA have partnered in initiating and sustaining a formal referral system for mothers and newborns and focusing on improving the status of maternal and neonatal health services. Along with the system strengthening component, community mobilization was also given high priority. With the purpose of improving community participation Community Health Committees were formed in the vulnerable locations and efforts are in process to convert these group into MAS.

### **THE PROFILE**

- Planning and implementing project activities in coordination with Program Coordinator (PC) and field team
- Building and sustaining effective rapport with different stakeholders including health facilities staff and community members.
- Planning large community mobilization events like campaigns with different creative ideas
- Planning and organizing trainings of the health post staff of different cadres (Community Health Volunteers/Link Workers)
- Assisting PCs in planning trainings of maternity home and peripheral hospital staff
- Maintaining documentation related to all the activities and trainings
- Assisting PCs in collating data for periodic reports for funders, Municipal Corporation officials and for internal circulation
- Assisting PCs in arranging regional referral meetings
- Trouble shooting at the facility level and community level
- Capacity building of the community organizers, Health committees and Community Health Volunteer/ASHA
- Planning and conducting regular meetings of the field staff
- Conducting periodic ANC clinic observation and feedback meetings with Health Post staff, Link workers and beneficiaries to plan the strategies to improve the access to health post services
- Supporting PC in establishing referral linkages between HP and Maternity Home
- Any other role assigned by the program Coordinator
- These positions report to the Program Coordinator, and will be based in the MCGM, City and Eastern region

## **RESPONSIBILITIES**

- Visit to health post to conduct Review and feedback meeting with health post staff and beneficiaries
- Visit to Maternity home and peripheral hospital to understand referral documentation status and challenges.
- Organize and conduct events with the health post staff with the support of community volunteer and health post staff
- Ensure accuracy in the data and data management
- Supervision of the field staff and support

## **MANAGEMENT & REPORTING**

- Understanding the project domain
- Keeping focus on goals to ensure outcomes
- Effective team management

## **PERSON SPECIFICATION REQUIREMENTS**

### **ESSENTIAL**

- Educational qualification : Graduate degree
- At least 3 years' work experience in the social sector
- Good command over English and Hindi
- Flexibility in time management .
- Ready to travel in Mumbai .
- Interest in Maternal and Newborn health
- Effective training and communication skills
- Self-driven and an eagerness to take initiative
- Excellent documentation skills
- Ability to manage change and diversity
- Enthusiasm for community engagement and networking
- Sound values and work ethics

### **DESIRABLE**

- Familiarity with services provided by health facilities
- Experience in community mobilization.
- Negotiation skills.

## **APPLICATIONS**

Interested candidates can send CV via email on: [recruitment@snehamumbai.org](mailto:recruitment@snehamumbai.org) or [shikha.kotian@snehamumbai.org](mailto:shikha.kotian@snehamumbai.org) to with Subject line: **SNEHA: MNH- Program Officer-MCGM**

