

JOB DESCRIPTION



JOB ID: IM|IMT- CT-IM|HB|DE-01|SC|20

OPENING FOR: CONSULTANT DATA ENTRY

NAME OF THE PROGRAM/ DOMAIN: INFORMATION MANAGEMENT

ROLE REPORTS TO: IM COORDINATOR

TOTAL NO OF HOURS: 96 hours per month

JOB LOCATION: SANTACRUZ

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

The Information Management (IM) team works closely with the program teams as a support function providing assistance for any of their technological needs. The IM team caters to IT requirement of all SNEHA offices which include hardware, networking, IT asset management, troubleshooting and usability support. The IM team is also responsible for any technology initiatives at SNEHA.

RESPONSIBILITIES

Billing and payment processes

- Manage online IT utilities like Vodafone, Airtel and MTNL monthly payment and other online payments.
- Mobile recharge of staff and volunteers (This is okay)
- Preparing the payment vouchers, submission and follow up with the finance team.
- All offices/Centres internet Invoice follow up with vendor and process the payments
- Coordination with AMC vendors for IT complaints and process the payment quarterly

Coordination of team tasks and activities

- Coordination with Courier Company for IT equipment drop and pick up.
- Support in IT helpdesk ticketing system, coordinate with IM officers and generate monthly reports
- Manage asset inventory (labelling new assets, preparing handover letter and follow up for handover process)
Support in preparing the meeting presentation.
- Managing rental printer page counts and process payment monthly basis.
- Create online meeting whenever required for the program team.
- Other works supporting IM officers in the job description.

PERSON SPECIFICATION REQUIREMENTS

Essential

- Education qualifications: **HSC pass and above**
- **Computer Knowledge is mandatory (Ms Office)**
- At least 1 years professional experience.
- Highly motivated and adaptable to varied work environments

APPLICATIONS

Interested candidates can send their CVs via email to recruitment@snehamumbai.org OR shikha.kotian@snehamumbai.org with Subject line: **SNEHA_IM_Consultant Data Entry_Santacruz**