

JOB DESCRIPTION



JOB ID: CHN|CHN-AH|FT|PC-01|WD-02|21

OPENING FOR: PROGRAM COORDINATOR

NAME OF THE PROGRAM: CHILD HEALTH AND NUTRITION

ROLE REPORTS TO: ASSOCIATE PROGRAM DIRECTOR

JOB LOCATION: WADALA 02

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

SNEHA's Aahar program intervention has worked in partnership with the systems and communities. We now believe that we should gradually increase the responsibility of ICDS services to enable them to undertake critical activities relevant to child health and nutrition, with progressively reduced support from SNEHA Community Organizers and other levels of staff. This will involve considerable investment in capacity building of all cadres of ICDS staff by SNEHA staff.

While we address issues on the supply side, we accept that we need to address the awareness and uptake of ICDS services by the community. To increase knowledge and bring about behavior change in the community, we have worked on educating mothers and care givers on different aspects of child health and nutrition, sanitation, hygiene and the services they are entitled to from ICDS and MCGM. We would now like to further build capacity of the community to expect, demand and negotiate availability and improved quality services from ICDS and on the other hand, to demonstrate their responsibility for the community mothers and young children. We will facilitate the community to act as the catalyst for sustained change.

SNEHA has focused its efforts in the Aahar program on reduction of malnutrition i.e on moderate and severe malnourished children through well supervised protocolized intervention. We would now like to

increase the scope of our work to prevention of malnutrition by also focusing on normal children to prevent growth faltering and reduce children slipping into moderate and severe malnutrition.

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 Liaisoning with ICDS, MCGM and stakeholders.
- Documentation of project activities.
- Administrative tasks

EDUCATIONAL QUALIFICATION & EXPERIENCE

- Educational qualification: **Master's Degree (Social Work/Allied) or higher**
- **5-7 years' work experience in similar setting**
- Good command over English and Hindi

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.

PERSON SPECIFICATION REQUIREMENTS

ESSENTIAL

- Effective Communication, personal and interpersonal skills
- Good Documentation and reporting skills
- Strong strategic skills – understanding the project, making complex decisions, and innovating
- Getting organized and ensuring results within timelines
- Effective team management

- Effective delegation – setting clear expectations, tracking progress and communicating information
- Strong conflict resolution skills

DESIRABLE

- Achievement mindset and an eagerness to take initiative
- Ability to manage change and diversity
- Walking the talk – dependability, consistency and reliability
- Enthusiasm for community engagement
- Sound values and work ethics

APPLICATIONS

Interested applicants can send their updated CVs to: shikha.kotian@snehamumbai.org with Subject line-**SNEHA- CHILD HEALTH AND NUTRITION- PROGRAM COORDINATOR-WADALA**