

JOB DESCRIPTION



Job ID- SC|COC- SC|FT|PO-01|GN|21

OPENING FOR: PROGRAM OFFICER

NAME OF THE PROGRAM: CONTINUUM OF CARE – SNEHA CENTRE

ROLE REPORTS TO: PROGRAM COORDINATOR

JOB LOCATION: GAUTAM NAGAR, GOVANDI

ABOUT THE PROGRAM

SNEHA Centre Program address planned parenthood, maternal health and nutrition, sexual and reproductive health, child health and nutrition also the prevention of violence against women and children using an integrated life cycle approach that addresses critical first 1000 day period, the period from the start of a mothers pregnancy through her child's second birthday. The model encompasses thematic areas viz. maternal and new born health, child health and nutrition, family planning and prevention of violence against women and children.

SNEHA centre has implemented 3 years direct intervention in Gautam Nagar and Dr. Zakir Hussain Nagar communities and post March 2019 we are working in a close partnership with communities and health systems.. The approach of this intervention is to bring positive health seeking behaviour by creating awareness, building individual's capacity for accessing public health and nutrition services and building capacity of all stakeholders (ICDS, MCGM, Community) for collaborative actions and convergence for MCH indicators, and contribute for building self-reliant communities.

THE ROLE

The Program officer will be responsible for undertaking activities with the community organizer's , MCGM health post staff's , ICDS staff's and groups of community volunteers, CBOs (Community base organization) for maternal and child health intervention. S/he will be responsible for achieving the program deliverables and key result areas on different components of maternal-child health and nutrition, family planning and service uptake for MCGM and ICDS services. S/he will be work with 4/5 community organizers directly.

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, family planning and service uptake for MCGM and ICDS services
- 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.
- Liaisoning with government systems like - ICDS, MCGM, Police and BMC department as per the requirement
- Develop a good rapport with the peers and supervisor.
- Develop domain knowledge and contribute to development of behavior change communication material
- To guide team to support community volunteers to lead collective actions in the community
- Facilitating sessions with stakeholders for Maternal and child health, Government services and community development issues.
- Any other activities assigned to fulfil programmatic outcomes and goals eg community events, any research data required from community for any program related research work.
- Organizing awareness campaigns on the issue of sanitation and hygiene, Family Planning
- To coordinate with Health post, ICDS and police for convergence while conducting community Meetings and events.
- To coordinate with local groups of youth, CBO's and NGO's to network to collaborate our activities jointly or independently.

RESPONSIBILITIES

- Coordinating with field teams for ensuring implementation of project activities
- Planning, supervision and monitoring of field teams.
- Capacity building of team and other stakeholders
- Coordination and Liaisoning with ICDS, MCGM and stakeholders
- Documentation of project activities.
- Implementation of protocolised meetings with stakeholders, events, activities as per budget
- Administrative tasks

EDUCATIONAL QUALIFICATION & EXPERIENCE

- **Education - Graduation (Full time course) - with minimum 4 years of relevant experience in community development with any of the two of the thematic area (child health, maternal health, family planning and working with social welfare dept of govt.)**
- Ability to maintain role boundaries
- Interest in different themes like community development, child health and nutrition, family planning, and maternal and new-born health
- Fluency in English, Hindi and Marathi.
- Ability to handle community issues.
- Self-starting and self-monitoring abilities.
- Flexibility in time management.
- Willingness to learn new schemes and skills
- Willingness to travel within Mumbai, Maharashtra and India and willing to participate for exposure visit's in other states of India.
- Excellent skills of interpersonal communication, presentation skills, writing in Hindi and English
- Experience in training on maternal child health, government schemes and community development
- Belief in working with Government departments
- Experience in documentation, quantitative and qualitative data interpretation

- Excellent MS office skills (Word, excel and power point)

MANAGEMENT & REPORTING

- To take daily reports from community organisers
- Report weekly to the Program coordinator
- Managing pictures and documents of meetings, activities and events timely.
- Manage data and ensure data entry by CO in commcare application daily.
- Crosschecking of data collected from system and ensure data entry in commcare application.
- Contribute to the organizational culture and work of SNEHA to an appropriate degree
- Participate in the SNEHA activities

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 with Subject line-**SNEHA-CONTINUUM OF CARE-SNEHA CENTRE-PROGRAM OFFICER –GAUTAM NAGAR IN GOVANDI**