

JOB DESCRIPTION



Job ID: HCP|COC-HCP|FT|PO-09|ML|21

OPENING FOR: PROGRAM OFFICER- Female Only

NAME OF THE PROGRAM: HEALTHY CITIES PROJECT

ROLE REPORTS TO: PROGRAM COORDINATOR

JOB LOCATION: MALAD- MALVANI

ABOUT THE PROGRAM

Facilitating an environment conducive to optimum growth and development of children in informal urban settlements of PN Ward of Mumbai

“Nurturing care” Intervention model addresses planned parenthood, maternal health and nutrition, sexual and reproductive health, child health, development and nutrition and prevention of violence against women and children for improved health and nutrition status of children through a continuum of care approach. Program works on an integrated life cycle approach that addresses critical first 1000 days’ period, the period from the start of a mother’s pregnancy through her child’s second birthday with an extension of children in the age group from 2 to 3 years. To ensure sustainability and continuity of its work, SNEHA works closely with the Integrated Child Development Services scheme as well as with the hospitals and health systems of the Municipal Corporation to achieve its outcomes.

PURPOSE OF THE ROLE

- Ensure effective delivery of program protocols and guidelines
- Ensure effective monitoring and supervision of the team to improve primary and secondary indicators
- Support coordinators in creating partnerships with Systems
- Build community engagement and leaderships.

THE PROFILE

Program officer intervention will be heading a team of 6 community organizers and will be supported by program coordinator. The responsibilities of program officer will be as follows:

RESPONSIBILITIES (DAY TO DAY ACTIVITIES)

- Achievement of program deliverables and key result areas on different components of child health and nutrition, maternal and newborn health, family planning and prevention of violence against women and children.
- To improve primary and secondary outcome indicators of the program.
- Planning, 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 and center budgets.

- Liaisoning with government systems like - ICDS, MCGM, Police and BMC department as per the for improved health care services by bridging the gap between community and systems
- Coordination with other NGO's having field presence in the community like Americares etc. 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
- Other program related administrative activities



MANAGEMENT & REPORTING

- To take daily reports from community organisers
- 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

EDUCATION QUALIFICATION REQUIRED FOR THIS POSITION

ESSENTIAL

- Excellent skills of interpersonal communication, presentation skills, writing in English
- Experience in documentation, quantitative and qualitative data interpretation
- Education minimum Graduate or masters (Steam – Social work, public health, Sociology, nutrition and dietetics)
- Minimum 3 years of relevant experience
- Ability to maintain role boundaries
- Interest in different themes like child health and nutrition, family planning, prevention of violence against women and children and maternal and new born 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 (5 DESIREABLE SKILLS FOR THE ROLE)

- Familiarity with government systems, ministries, departments and informal settlements in Mumbai
- Experience in community mobilization.
- Negotiation skills.
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APPLICATIONS

Interested candidates can send CV via email on: shikha.kotian@snehamumbai.org to with Subject line: SNEHA: HEALTHY CITIES PROJECT –PROGRAM OFFICER- Malvani (Malad)

