JOB DESCRIPTION: (DATA OFFICERS- MATERNAL AND NEWBORN HEALTH PROJECT)

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 Maternal and Newborn Health program seeks to improve the quality of delivery of maternal and neonatal health care in urban slums by building an accountable healthcare system as well as to empower communities to be responsible for addressing women’s and newborns’ integrated health needs.

THE ROLE
The Data Officer will be responsible for implementing the M&E activities of the Project; assisting the M & E Coordinator in data processing, preparing quarterly/annual reports on progress of project indicators, developing and maintaining the MIS of the Project. H/she will be responsible for the collection and analysis of various data sets in relation to the project activities.

RESPONSIBILITIES
- Design MIS tools, forms and relational databases for monitoring and evaluation surveys
- Oversee entry, processing and cross checking of data to maintain quality of data
- Coordination with Program team to ensure smooth data processing
- Working closely with IT team to manage changes in databases, MySQL queries
- Basic data analysis (cross tabulations, descriptive statistics) using Excel/Tableau/STATA
- Preparing presentations using graphs, tables prepared in Excel/Tableau
- Monthly data report generation and presentation for review meetings
- Field visits to ensure data quality
- Training of program team on data collection and entry
- Assisting in research or any other assignment as and when required
- Contribute to organizational level work and events
- Ensure adherence to SNEHA values, policies and guidelines

MANAGEMENT & REPORTING
- Reports to the M & E Coordinator

EDUCATION QUALIFICATION REQUIRED FOR THIS POSITION
- Educational qualification: Bachelor’s degree or equivalent with minimum 3 years of relevant experience in data collection and management
- Computer literacy with advanced knowledge of Microsoft Office (Excel), MIS, SPSS/STATA
- Able to work independently on Business Intelligence System
• Ability to analyze and integrate diverse information from varied sources
• Command over English, Hindi, Marathi
• Organizational skills, ability to meet deadlines, adaptability, initiative, and delivery of commitments
• Willingness to travel in Mumbai and adjoining areas

APPLICATIONS
Interested candidates can send their CVs via email to hr@snehamumbai.org with Subject line: SNEHA_DO_MNH