JOB ID: PV|PVW-VAC|FT|DO-01|MUM|21

OPENING FOR: DATA OFFICER

NAME OF THE PROGRAM: PREVENTION OF VOILENCE AGAINST WOMEN AND CHILDREN

ROLE REPORTS TO: PROGRAM COORDINATOR

JOB LOCATION: MUMBAI

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.

We collaborate with communities, government and public systems to build replicable, evidence-based interventions. Our work with communities is to empower women and community members 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 Program on Prevention of Violence against Women and Children aims to develop high-impact strategies for primary prevention, ensure survivors’ access to protection and justice, empower women to claim their rights, mobilise communities around ‘zero tolerance for violence’, and respond to the needs and rights of excluded and neglected groups. The Program prioritises enhanced co-ordination of the state response to crimes against women through convergence approach that works with government and public systems to reinforce their role in assuring basic social, civil and economic security. Primary preventive interventions are carried out through community outreach programs and campaigns. Secondary interventions for survivors of violence are provided through a comprehensive service-oriented system.

THE PROGRAM

VIOLENCE AGAINST CHILDREN
SNEHA is starting a new project ‘Ensuring children’s safety and well-being by building an ecosystem of non-tolerance to violence against children – approach with the involvement of children, parents and community members’. The project will be nested under a flagship program of SNEHA known as SNEHA Centre program. This program is being implemented in 4 clusters of Govandi comprising of approximately 4000 households with a focus on improving the health and nutritional status of children younger than six years of age, women and adolescents. The program is an integrated family centric model where in women facing domestic violence are supported with counselling, legal and psychological support services. This new initiative will work on two major pillars of intervention: (1) Primary prevention and (2) Comprehensive service-delivery. The primary prevention component will entail community outreach, group-based workshop with children to enable them to talk about difficult issues in their lives and sessions with parents focusing on efficient parenting and integrating gender socialization as a part of understanding parenthood. The service-delivery component will entail establishing counselling and mental health services for children undergoing any form of abuse or violence. Mental health interventions will include art-based and play therapy for children to build their confidence and self-expression. The project will interface with government and non-government organizations to build networks and referral mechanisms for addressing issues of abuse and violence against children.

THE role
The role will entail daily management of monitoring data from different components of the program. The Data Officer’s role will be to work with the central M & E team to implement a monitoring framework for
the program components, ensure data quality and integrity, and provide data for monthly, quarterly and annual reporting.

**The Data Officer will be responsible for delivering three work packages**

**Work package I**
**Design and development of databases**

1. Design forms and contribute to design of relational databases for monitoring and evaluation of the program, currently in Dimagi Commcare.
2. Oversee entry, processing and cross checking to maintain data quality.
3. Clean data after entry.
4. Ensure regular archiving for later analysis.

**Work Package II**
**Coordination with teams**

1. Coordination with Program team to ensure smooth data processing and feedback.
2. Response to field team questions about data entry.
3. Troubleshooting of data management.
4. Coordination with IT team for hardware issues.
5. Field visits to ensure quality in data collection
6. Ensuring adherence to SNEHA values, policies and guideline

**Work Package III**
**Analysis**

1. Basic data analysis (cross tabulation, descriptive statistics) using Excel/Tableau/STATA.
2. Preparing presentations using graphs and tables in Excel/Tableau.
3. Monthly data report generation and presentation for review meetings.
4. Documentation of monthly reports.
5. Assisting in research or any other assignment as and when required.

**EDUCATIONAL QUALIFICATION & EXPERIENCE**

**Essential**

1. Educational qualification: Bachelor’s Degree in a relevant science.
2. At least 3 to 5 years of experience of working on data inputting.
3. Proven ability to carry out basic analysis in statistical packages.

**Desirable**

1. Unflinching commitment to social development.
2. Effective communication and interpersonal skills.
3. Sound values and work ethics.
4. A desire to learn and grow as a professional.

**APPLICATIONS**

Interested candidates can send their CVs via email to recruitment@snehamumbai.org or khushboo.nair@snehamumbai.org with Subject line: SNEHA_Data Officer -Mumbai