

JOB DESCRIPTION: PROGRAM COORDINATOR, M & E, RESEARCH



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 is 450+ person strong, innovative and progressive organization that works on health and nutrition in urban slum pockets with women and their families. SNEHA follows the life-cycle approach to health and nutrition, by intervening at critical junctures (adolescence, preconception, conception, pregnancy, postnatal, infancy and toddlerhood, family planning) to ensure improved health and nutritional outcomes for women and children living in some of Mumbai's most vulnerable and deprived slums and in the Mumbai Metropolitan Region (MMR) as well.

SNEHA recognises that, in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work with communities residing in informal settlements to empower women and 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. We have currently 11 programs running across SNEHA which are Maternal and Newborn Health (MNH), Child Health and Nutrition (CHN) - Aahar, Empowerment, Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC) (e) SNEHA Centre, SNEHA Shakti, Healthy Cities Project (HCP), Samagra, Palliative Care, Livelihood Generation, Central Operations, Research and IM.

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 PROFILE

The Monitoring and Evaluation Coordinator will be responsible for the quantitative evaluation and implementation and management of the monitoring system of the program.

JOB LOCATION

Thane

DUTIES & RESPONSIBILITIES:

- Develop monitoring framework to track the progress of program activities
- Design and development of formats in mobile apps/databases
- Design and development of dashboards using data visualization software
- Undertake data processing and analyze data collected for monthly, quarterly and annual reports
- Coordinating with Information Management team to design, develop and implement an efficient MIS
- Participate in SNEHA's research activities and support in ethical compliance for program M & E
- Disseminate findings from monitoring/evaluation data to program and managerial team
- Recruitment and training of Data Officers as and when required
- Ensuring adherence to SNEHA values, policies and guidelines

MANAGEMENT & REPORTING

Reports to Manager, M & E

QUALIFICATIONS & EXPERIENCE

- Master's Degree in Economics/Statistics/Population Studies/Public Health or allied fields
- At least 3 years of experience in the design and implementation of M&E/MIS in development projects

- Proven ability to work with digital data collection and visualization platforms
- Expertise in analyzing data using statistical software (SPSS/STATA)
- Basic knowledge of qualitative research
- Excellent writing and documentation skills

SKILLS & COMPETENCIES

Applications to be sent via email to sejal.kandalgaonkar@snehamumbai.org with Subject line: “Program Coordinator || M & E, RESEARCH”