

## JOB DESCRIPTION: MANAGER, 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

Monitoring and Evaluation (M & E) is a centralized domain of SNEHA with an independent framework of monitoring, assessment and reporting of program outcome and impact. The role of the domain is to create evidence of models of urban health intervention that can be scaled and replicated through government and other NGO's thus increasing the impact of the models. The domain closely works with SNEHA's programs on maternal and newborn health, child health and nutrition, adolescent health and wellbeing and violence against women and children.

### THE PROFILE

The Manager, M & E will be responsible for supporting the program teams in monitoring and evaluation of their programs. The role will contribute to overall program quality by emphasizing on streamlining processes for program efficiency and effectiveness throughout the project cycle.

### JOB LOCATION

Chembur /Dharavi/Thane

### DUTIES & RESPONSIBILITIES:

- Providing support to project design activities including development of M & E frameworks
- Developing a Monitoring and Evaluation plan in coordination with the project team
- Supervising design and implementation of monitoring systems
- Working with data platforms, databases and select technologies to capture and organize data
- Monitoring project activities, outputs and progress towards anticipated results
- Coordinate across the program locations in SNEHA for M & E requirements
- Coordination with donors for their M & E requirements
- Timely submission of project reporting deliverables
- Managing surveys and sub-studies when and if required
- Disseminating findings from monitoring/evaluation data to donors and other appropriate forums
- Participate in SNEHA's research activities and support in ethical compliance for program M & E
- Recruitment and training of M & E Coordinators as and when required
- Ensuring adherence to SNEHA values, policies and guidelines

## MANAGEMENT & REPORTING

Reports to Associate Director, M & E

## QUALIFICATIONS & EXPERIENCE

- Master's Degree in Public Health/Population Studies/Economics/Statistics or allied fields with minimum 6 years' work experience in monitoring and evaluation for donor funded projects
- Knowledge in use of data management and analysis software e.g. STATA or related software
- Demonstrated ability to work across various technology platforms for data management and analysis
- Strong analytical skills and ability to understand and interpret complex data
- Adaptable, flexible, able to take initiative and prioritize among competing demands
- Willingness to collaborate, innovate and ability to think systematically
- Strong communication skills and ability to write clear and concise reports in English
- Demonstrated ability to interact and communicate with wide range of stakeholders both verbally and in writing

Applications to be sent via email to [sejal.kandalgaonkar@snehamumbai.org](mailto:sejal.kandalgaonkar@snehamumbai.org) with Subject line: "Manager M & E, RESEARCH"