

JOB DESCRIPTION: MALE PROGRAM OFFICER-ADOLESCENT, SNEHA CENTER, MANKHURD.

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

The SNEHA Centre (SC)

SNEHA Centre Program address planned parenthood, maternal health and nutrition, sexual and reproductive health, child health and nutrition also the prevention of violence against women and children using an integrated life cycle approach that addresses critical first 1000-day period, the period from the start of a mother's pregnancy through her child's second birthday. The model encompasses thematic areas viz. maternal and new born health, child health and nutrition, family planning and prevention of violence against women and children.

THE PROFILE

The Male Program Officer will be responsible for handling modular sessions with 500 adolescents. He is needed to conduct thematic sessions and mock sessions with 70 Adolescents Change maker (ACM's). He also responsible to do follow ups of anaemic adolescents and conduct community based events. He will be responsible for achieving the program deliverables and key result areas.

JOB LOCATION

Janta Nagar Mankhurd

DUTIES & RESPONSIBILITIES:

1. Achieving of Program deliverables and key result areas on different components of child health and nutrition, maternal and new born health, Adolescent health, family planning and prevention of violence against women and children.

2. PO is expected to improve primary and secondary outcome indicators of the program.
3. On-going training and capacity building of the team/ Community volunteers/ Adolescent
4. Formation of parent's group in the community, and continuous discussions, sessions and dialogues with them.
5. Creating a pool of community volunteers from men and youth who will become our advocates in the community to sustain our work at community level.
6. To guide community volunteers such as adolescents change maker, male volunteers, and CAGs to lead collective actions in the community.
7. Responsible to carry out sessions with adolescents on thematic areas of gender, sex, sexuality, sexual and reproductive health and gender based violence and field level implementation.
8. Responsible to carry out thematic and mock sessions with adolescents change makers.
9. Responsible to do follow up of anemic adolescents regularly.
10. Any other activities assigned to fulfill programmatic outcomes and goals eg community events, any research data required from community for any program related research work.
11. Facilitate content delivery with all adolescents/Change Agents on topics of Civic engagement, leadership development
12. Organizing awareness campaigns on the issue of sanitation and hygiene, gender equality, violence against women and children, Family Planning, Adolescent issues
13. To coordinate with Health post, ICDS and police for convergence while conducting community Meetings and events.
14. To coordinate with local groups of youth, CBO's and NGO's to network to collaborate our activities jointly or independently.
15. Documenting all session, events, case stories, process of group formation and program related activities.
16. Responsible for maintaining, weekly, monthly, quarterly and annual report.
17. Responsible to prepare PPTs of POPC and BI Monthly meetings.
18. Assisting PC in managing the administration and finance related compliance for the project
19. Develop a good rapport with the peers and supervisor.
20. Develop domain knowledge and contribute to development of behavior change communication material.

MANAGEMENT & REPORTING

- Maintain weekly planning and share it with Program coordinator.
- Report weekly to the Program coordinator
- Managing pictures and documents of meetings, activities and events timely.
- Manage data and ensure data entry in commcare application daily.
- Crosschecking of data collected from system and ensure data entry in commcare application.
- Contribute to the organizational culture and work of SNEHA to an appropriate degree
- Participate in the SNEHA activities .

QUALIFICATIONS & EXPERIENCE

- Education - Graduation (Full time course) - with minimum 4 years of relevant experience in any 3 of the thematic area (maternal health, adolescent's health, family planning and violence)
- Ability to maintain role boundaries
- Interest in different themes like child health and nutrition, family planning, prevention of Violence against women, Adolescent health and children and maternal and new-born health
- Fluency in English, Hindi and Marathi.
- Willingness to travel within Mumbai, Maharashtra and India

SKILLS & COMPETENCIES

1. Ability to work with different teams and a desire to learn and grow as a professional.
2. Managing workload
3. Strong negotiation skills, problem-solving and conflict-resolution abilities, especially when dealing with adolescents and families.
4. Proven ability to work with a variety of stakeholders including, government organisations, the police, community organisations, etc.
5. Staying focused on goals to ensure desired outcomes.
6. Ability to stay calm, think clearly and give guidance in a crisis.

Applications to be sent via email to damini.pandey@snehamumbai.org with Subject line: "Position Name mentioned in the JD"