

JOB DESCRIPTION: TRAINING OFFICER, PROGRAM –CHN ICDS CAPACITY BUILDING



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 Aahar program intervention has worked in partnership with the systems and communities. We now believe that we should gradually increase the responsibility of ICDS services to enable them to undertake critical activities relevant to child health and nutrition, with progressively reduced support from SNEHA Community Organizers and other levels of staff. This will involve considerable investment in capacity building of all cadres of ICDS staff by SNEHA staff.

In order to strengthen the Integrated Child Development Services (ICDS), it is vital to build the capacity and confidence of the ICDS staff. Currently, ICDS does not have systematic regular training plans in place for capacity building at all levels. Our experience has shown that if skill and behavioral improvement training are provided, it leads to an increase in overall motivation and willingness to perform at an optimum level. ICDS staff at all levels will be imparted technical and behavioral training through project period (12 months –Dec 21 to Nov 22). This year long engagement will encourage ICDS staff to undergo a process of self-development, bring about change, facilitate critical thinking and instilling in them willingness to transformative action. The success of this program depends on the effectiveness of frontline workers in empowering community for improved child care practices through counseling, home visits as well as effective inter-sectorial service delivery.

THE PROFILE

This position is responsible for planning, organizing, conducting, and monitoring ICDS Training on competency.

JOB LOCATION

Dharavi, Mumbai

DUTIES & RESPONSIBILITIES:

- Conducting Capacity building of ICDS staff (monthly ICDS Sevika)
- Design training curricula with assistance of TC and APD
- Prepare and implement training calendar
- Assist to Prepare pre-post evaluation and feedback tools considering the nature of training.
- Prepare training reports on regular basis.

- Coordination with stakeholders for training dates and maintaining correspondence related to that.
- Field visit for observation to see implementation of training on the field.
- Assist to prepare IEC materials for ICDS staff with T

MANAGEMENT & REPORTING

The person will report to Training coordinator

QUALIFICATIONS & EXPERIENCE

- Education to at least **Masters in social work / MA in sociology/ Master's degree** with exposure and experience of training for 3 to 5 years (underprivileged communities/ systems / program staff)
- Familiarity with government systems, ministries, departments and informal settlements in Mumbai and surrounding corporations
- Experience in literature review for design training curricula's, assessment tools, planning, organizing, and delivery of training programs
- Good knowledge of resources in managing training component

SKILLS & COMPETENCIES

- Excellent skills of interpersonal communication, rapport building, presentation skills, writing in English
- Ability to maintain role boundaries and exceed with innovations
- Interest in maternal and child health and nutrition
- Fluency in English, Hindi and Marathi.
- Self-starting, self-monitoring abilities and negotiation skills.
- Ability to work in coordination with a large team
- Ability to interact with the people of different positions and skill sets for positive outcomes
- Multi-tasking and quick turnaround time

Willingness to travel within Mumbai

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