

JOB DESCRIPTION: ASSOCIATE PROGRAM DIRECTOR, PUBLIC SYSTEM PARTNERSHIPS



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 Child Health (MCH), Public System partnerships (PSP), Empowerment, Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC) (e) SNEHA Centre, SNEHA Shakti, Healthy Cities Project (HCP), Palliative Care, Livelihood Generation, Central Operations, Research and IM.

ABOUT THE PROGRAM

Public System's Partnerships – Building Bridges

SNEHA's Public System Partnerships Program works in partnership with Public health system and vulnerable communities towards strengthening primary healthcare, establishing maternity referral linkages and empowering Mahila Arogya Samiti groups across seven Municipal Corporations of Mumbai Metro Politian Region to ensure better outcomes for pregnant mothers and newborns. The main purpose is to impact Maternal and Child health indicators in urban slums.

THE PROFILE

Taking a senior role in the Program, the Associate Program Director is responsible for implementation of the program. The Associate Program Director will implement program priorities and provide the necessary infrastructure to support the realization of the program's goals. Facilitate program processes for project planning, budgeting, implementation and delivery of the project, monitoring, employee development and organizational learning. The Associate Director should possess in-depth understanding of the Maternal and Child health issues and ability to work with urban public health systems, community volunteer groups and likeminded organizations for networking and collaboration. The APD shall also have strong program planning and implementation skills and experience.

JOB LOCATION:

1. Mumbai, Thane and Vasai Virar (Plaghar once expanded)
2. Mira Bhayander, Kalyan-Dombivali, Ulhas Nagar and Bhiwandi (Ambarnath and Badlapur once expanded)

Responsible for:

The Associate Program Director will play a critical role in programmatic leadership and development, including:

- Implement program priorities and provide the necessary infrastructure to support the realization of the programs goals
- Strategizing for sustaining health system work and community interventions and planning exit strategies for maternity referral, Primary care and Mahila Arogya Samitis
- Facilitate program processes for strategic planning, budgeting, implementation, evaluation, employee development and organizational learning
- Integrating and leveraging opportunities across the organization to deliver program effectiveness
- Staff Capacity building for developing second line leaderships
- Supporting the Program Director to implement, monitor and evaluate strategic plans and systems
- Managing oral and written interface with all stakeholders, i.e. donors, government agencies, senior Officials, community heads etc.
- Writing grant proposals and budgets; program reports and all other written communication required for the successful achievement of the program goals
- Work closely with the implementation team to develop and realize program goals.
- Monitoring and evaluation of program development for continuous improvement
- Ensuring program and project policies and strategies are implemented
- Ensuring project budgets and timelines are met, activities and reports delivered as propose
- Oversee all finance, human resources and administrative functions along with financial reporting to the Program Director and Finance Director
- Daily supervision of program and administrative staff
- Overseeing recruitment and retention of program staff and consultants; managing the performance evaluation process, setting goals for each of the levels

QUALIFICATIONS AND EXPERIENCE

1. Educational qualification: Master's Degree (Social Work/Allied) or higher
2. At least 12-15 years' experience of working with public health system and Maternal and Child health issues
3. Preferred prior experience of having worked directly with urban public health set up and community volunteer groups
4. Oral and written Command of English, Hindi and working knowledge of Marathi

MANAGERIAL (LEADERSHIP) COMPETENCIES

1. Strong strategic and problem solving skills
2. Strong implementation skills and ensuring results within timelines and budgets
3. Effective team management
4. Effective delegation – setting clear expectations, tracking progress and communicating information people need on their jobs
5. Ability to work with a variety of stake holders including donors, government organizations, senior government officials, community organizations etc
6. Ability to understand a larger vision of the program and the organization to match policy outcomes
Ability to understand data and data analysis skills
7. Managing collaborations

8. Familiarity with government systems, ministries, departments and informal settlements in Mumbai
9. Experience of working with system and community
10. Negotiation skills
11. Excellent rapport building and interpersonal communication skills
12. Multi-tasking and quick turnaround time
13. Ability to work in demanding environment

PERSONAL ATTRIBUTES

1. Achievement mind-set and an eagerness to take initiative
2. Effective Communication, personal and interpersonal skills
3. Ability to manage change and diversity
4. Enthusiasm for community engagement
5. Sound values and work ethics

Authorized to:

- Sign MOUs (internships/ volunteers), subject to MOU being approved by Program Director
- Take programmatic decisions - daily operations, strategic implementation, capability development
- Recruitment of Program Coordinator, Documentation and training Coordinators and Officer levels
- Approve and sanction leave for teams – Paid/Compensatory/Maternity/Paternity

MANAGEMENT & REPORTING

The Associate Program Director reports to the Program Director, and maintains day-to-day contact with all his/her team members i.e. coordinators, officers, community workers and administrative staff

Applications to be sent via email to damini.pandey@snehamumbai.org with Subject line: **“Associate program director, Public system partnerships”**