

JOB DESCRIPTION: DOCUMENTATION COORDINATOR, MATERNAL AND NEWBORN HEALTH



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

Maternal & New Born Health Program –

SNEHA's Maternal and Newborn Health Program works in partnership with Public health system and vulnerable communities towards strengthening primary healthcare, establishing inter and intra referral linkages and empowering Mahila Arogya Samiti members 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

The Documentation Coordinator is expected to work on documenting the program processes, case stories, making presentations, minuting meetings, proposals and activities and producing quality documents. The role also expects creating high level of advocacy documents such as policy paper, presentations and manuals. He/She is expected to coordinate with program team specifically with Coordinators for regular updates and reporting purposes.

JOB LOCATION:

Common position for all the seven municipal corporations of Mumbai, Thane, Kalyan Dombivali, Ulhas Nagar, Mira Bhayander, Vasia Virar and Bhivandi. The reporting office will be at Thane.

DUTIES & RESPONSIBILITIES:

- Preparation and design of various types of reports/documentation including audio visual.
- Compiling and sending reports of project activities to the donor agency during the time frame of the project,
- Preparing training manuals/modules, process manuals and other publication materials,
- Participating in all policy level meetings, events and trainings for documentation of meeting minutes and training reports where required
- Making presentations for conferences and meetings
- Collecting resource material for the project
- collaborate with the team members in all matters related to publications and reports
- Responsible for creating and publishing of the resource material for various advocacy meetings

- Facilitate the production of, and contribute to academic publications, give inputs in qualitative and quantitative research designs and Implementation
- Review of Literature
- Assisting in hosting visitors, co-coordinating advocacy efforts
- Assisting APD and PD in writing Proposals
- Documenting all the processes of implementation through periodic field visits to capture case stories and to collect information for supporting evidence.
- Ensure periodic collation of positive case stories from the field/staff for publication purposes/ wider dissemination in coordination with central communication team
- Training and guidance to the community outreach team for documentation.
- Attending the referral meetings and preparing minutes for referral meetings as per the plan
- Finalizing BOTM presentations with qualitative slides every quarter
- Finalizing KRA presentations (2) with qualitative slides
- Organizing capacity building trainings in support with the capacity building manager as per schedule (training calendar) for the program team
- Connect with Fund-raising team for making reports on COVID-relief efforts if any
- Capturing changed strategies during COVID in all the program reports and preparing update reports as per the program's requirements.
- Contribute to the overall SNEHA communication strategies, reports and media activities.

MANAGEMENT & REPORTING

Reports on daily activities to the APD

QUALIFICATIONS & EXPERIENCE

- Masters with minimum of 5-8 years of work experience in social field and preferably in documentation and research.

SKILLS & COMPETENCIES

- Ability to work in coordination with a large team
- Ability to understand data and data analysis
- Good knowledge of word, Excel, Power point and essential computer skills
- Excellent rapport building and interpersonal communication skills
- Ability to interact with the people of different positions and skill sets for positive outcomes
- Multi-tasking and quick turnaround time
- Ability to work in demanding environment
- Understanding of work ethics and values
- Command on language written and spoken in English
- Knowledge of local languages: Hindi and Marathi prefer
- Willingness to travel within Mumbai and MMRDA .

DESIRABLE

- Familiarity with government systems, ministries, departments and informal settlements in Mumbai
- Experience of working with system and community
- Negotiation skills

Applications to be sent via email to damini.pandey@snehamumbai.org with Subject line: "Documentation Coordinator MNH"