



## **JOB DESCRIPTION: (DATA OFFICERS – EHS/EHSAS)**

### **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 ROLE**

The Data Officer will be responsible for implementing the M&E activities of the Project; assisting the M & E Coordinator in data processing, preparing quarterly/annual reports on progress of project indicators, developing and maintaining the MIS of the Project. H/she will be responsible for the collection and analysis of various data sets in relation to the project activities.

### **RESPONSIBILITIES**

- Design MIS tools, forms and relational databases for project monitoring and evaluation
- Oversee entry, processing and cross checking of data to maintain quality of data
- Coordination with Program team to ensure smooth data entry and processing
- Working closely with IT team to manage changes in databases, MySQL queries
- Basic data analysis (cross tabulations, descriptive statistics) using Excel/ Tableau/ STATA
- Preparing presentations using graphs, tables prepared in Excel/Tableau
- Monthly data report generation and presentation for review meetings
- Field visits to ensure data quality
- Training of program team on data collection and entry
- Assisting in research or any other assignment as and when required
- Contribute to organizational level work and events
- Ensure adherence to SNEHA values, policies and guidelines

### **MANAGEMENT & REPORTING**

- Reports to the M & E Coordinator

## **EDUCATION QUALIFICATION REQUIRED FOR THIS POSITION**

- Educational qualification: Bachelor's degree or equivalent with minimum 3 years of relevant experience in data collection and management
- Computer literacy with advanced knowledge of Microsoft Office (Excel), SPSS/STATA
- Able to work independently on Business Intelligence System
- Ability to analyse and integrate diverse information from varied sources
- Command over English, Hindi, Marathi
- Organizational skills, ability to meet deadlines, adaptability, initiative, and delivery of commitments
- Willingness to travel within Mumbai and adjoining areas

## **APPLICATIONS**

Interested candidates can send their CVs via email to [damini.pandey@snehamumbai.org](mailto:damini.pandey@snehamumbai.org) with Subject line:

**SNEHA\_DO\_EHS**