

COMMUNITY ORGANIZER-INVESTIGATION, M & E RESEARCH



ABOUT SNEHA

A secular, Mumbai-based non-profit organization, 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 recognizes 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 multiple programs running across SNEHA which are Maternal and Child Health (MCH), Empowerment Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC), Public Systems Partnership (PSP), SNEHA Shakti, Livelihood Program, Palliative Care and various domains/departments under Central Operations, Research & Information Management.

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 PROFILE

The Data Investigator will be responsible for field level data collection for surveys and research studies.

JOB LOCATION

Chembur/Dharavi/Govandi/Wadala/Malvani/Kalwa

DUTIES & RESPONSIBILITIES:

- Field level data collection using Personalized Digital Appliances (PDAs) for surveys
- Anthropometry of 0-6 years children and adolescents
- Timely and accurate data entry in Commcare with Personalized Digital Appliance (PDA) and submission
- Any other field level quantitative or qualitative data collection as required
- Referrals of appropriate cases
- Coordination with program teams during data collection with respective program
- Contribute to organizational level work and events.
- Ensure adherence to SNEHA values, policies and guidelines

MANAGEMENT & REPORTING

- Report daily to the Monitoring and Evaluation Program Officer
- Program wise reports to respective M & E coordinators
- Monthly reporting to the M&E team

QUALIFICATIONS & EXPERIENCE

- Educational qualification: HSC or equivalent
- One or more years of work experience in field level data collection
- Command over reading, writing and speaking Hindi and Marathi
- Exposure to working in vulnerable communities
- Readiness to travel across various project sites in SNEHA

SKILLS & COMPETENCIES

- Organizational skills, team working, adaptability and initiative taking
- Ability to meet deadlines and delivery of commitments
- Experience of using TAB or smartphone for data entry
- Effective communication, personal and interpersonal skills

Applications are to be sent via email to recruitment@snehamumbai.org with the Subject line: **“Community Organiser- Investigation”**