## 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, Romila Palliative Care and various domains/departments under Central Operations, Research & Information Management.

## "WHAT'S IN IT FOR ME" (WIIFM) - AT SNEHA

At SNEHA, our fundamental belief is that prioritizing people is key, demonstrating our strong dedication to nurturing a supportive and growth-driven atmosphere. We uphold an open-door policy that champions transparency and open dialogue. We actively invite employees to voice their ideas, feedback, and concerns, fostering a culture where innovation and teamwork can flourish.

## About the Program

SNEHA's intervention is through working in partnership with the systems and communities. Goal of the program is to improve maternal and child health status and reduce malnutrition in Dadra Nagar Haveli and Diu Daman through the implementation of a first 1000-day approach in partnership with public health and nutrition departments and the community. SNEHA is facilitating convergence between public health department and ICDS in 70 anganwadis for management of child malnutrition (wasting and stunting) and strengthening ICDS for prevention and addressal of malnutrition. This project will do capacity building of 410 ICDS Sevikas and 450 ASHAs across Dadra Nagar Haveli and Diu and Daman on thematic topics and competency. Project will support the ICDS activities and its staff by strengthening community Project will support ICDS in implementing the SAM and MAM management processes through initiating possible referral linkages with health facilities and community engagement processes in Dadra Nagar Haveli. Program will also mentor and support team of Animedh Charitable Trust for implementing program on maternal and child health.

*If you value excellence and are passionate about nurturing individuals, SNEHA is the perfect place for you!!*

For detailed Information visit our website: **www.snehamumbai.org** and follow us on**:**

| SNEHA - SOCIAL MEDIA HANDLES | |
|---|---|
| | **@snehamumbai_official** |
| | **https://www.facebook.com/SnehaMumbai** |
| | **@SNEHAmumbai** |
| | **https://www.linkedin.com/company/544355/** |
| | **@snehamumbai** |

**PROFILE SNAPSHOT**

**Designation:** Data Officer

- **Subject line:** "Poshan Ki Disha "
- **Role:** This role involves implementing the data related activities of the Project; assisting the project team in data processing, preparing quarterly/annual reports on progress of project indicators, developing and maintaining the MIS of the Project.
- **Educational Requirement**: Bachelor's degree or equivalent with minimum 3 years of relevant experience in data collection and management
- **Experience:** 2-3 years of work experience in collection and analysis of various data sets in relation to the project activities.
- **Location:** Willingness to travel within Dadra Nagar Haveli and adjoining areas
  **Reports to**: Associate Program Director-  Poshan Ki Disha

**COMPREHENSIVE OVERVIEW OF THE POSITION**

Data Officer Profile:

The Data Officer will be responsible for

**CORE 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
- Data entry of pre and post test of trainings and feedback forms
- Basic data analysis (cross tabulations, descriptive statistics) using Excel/ Tableau/ STATA/Superset
- 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
- Referral data collection from health facilities and identifying gaps and coordinating with ICDS
- Support in data collection for annual knowledge assessment of Sevikas
- Training of Sevikas on using digital tools/ Poshan Tracker

**CRITICAL TRAITS**

- Computer literacy with advanced knowledge of Microsoft Office (Excel), SPSS/STATA
- Ability to analyse and integrate diverse information from varied sources
- Command over English, Hindi, Gujrati
- Organizational skills, ability to meet deadlines, adaptability, initiative, and delivery of commitments

Applications are to be sent via email to **recruitment@snehamumbai.org** with the Subject line:
"**Data Officer- Poshan Ki Disha**"

*"Come and be a catalyst for innovation and positive change—apply today to shape the future with us!"*