

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:

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PROFILE SNAPSHOT

Designation: Training Officer

-  **Subject line:** "Poshan Ki Disha "
-  **Role:** This role involves developing content , session plan, pre and post- test forms, coordinating with CDPO/ Poshan Abhiyan Consultants, planning and conducting Sevika and ASHA conducting sessions, planning and conducting local NGO partner's team trainings, documentation
-  **Educational Requirement:** Bachelor/ Masters in Social Work, Public Health, Health Management, and/or any related subject
-  **Experience:** 5 -7 years of work experience in training/ program implementation
-  **Location:** Across Mumbai with mandatory 7 to 9 days of travel/stay in Dadra Nagar Haveli and Daman Diu
-  **Reports to:** Associate Program Director- Poshan Ki Disha

COMPREHENSIVE OVERVIEW OF THE POSITION

Training Officer Profile:

An efficient individual who can design, plan, deliver, training sessions, and manage- oversee the logistical arrangements of the trainings to be planned and deliver under the Poshan Ki Disha project implemented in Dadra Nagar Haveli, Diu and Daman

She/he will be responsible for scheduling trainings, organizing venues, coordinating with other trainers, and ensuring the design , and delivery of trainings by utilizing pre-posttest, feedback forms, PPTs, other training materials etc.

Training Officer is expected to have in-depth knowledge about maternal-child health, malnutrition, and the ecosystem of the public healthcare (ICDS, health system, social protection schemes), understanding importance of community engagement in public health etc.

She/he will have to closely work with the ICDS projects and public health department (for ASHA trainings) across Dadra Nagar Haveli, Diu and Daman.

She/he will be responsible for contributing to the organizational value, culture, and work of SNEHA to an appropriate degree.

JOB LOCATION:

Mumbai with 8 to 10 days of mandated stay/travel in a month Dadra Nagar Haveli and Diu and Daman

DUTIES & RESPONSIBILITIES:

- Coordinating with the Associate Program Director, of Poshan KI Disha to prepare training calendars with system stakeholders- ICDS and Health.
- Help in designing training curricula with Associate Program Director for ICDS and Health trainings
- Support the Associate Program Director with designing PPTs, creating training material, collating the training materials required for specific trainings.
- Ensure compliance of implementation of training sessions as per the schedule.
- Coordinate with ICDS and Health (as required) for logistical arrangements required for training.
- Design the assessment tools for training in consultation with the training coordinator.
- Organizing and facilitating sessions and workshops for ICDS/ Health as per need of the program.
- Ensuring the data collection & collation of knowledge assessment and capturing the feedback of the participants and other stakeholders for the outcome of the training assessment.
- Supporting the Associate Program Director for data analysis and in preparing the training reports as per the need of the SNEHA.
- Support the Associate Program Director for budgeting and preparing training expenditure vouchers and ensuring the approvals from respective personnel.
- Provide inputs for designing and developing BCC/IEC materials required for facilitating effective training sessions with all the stakeholders.
- Documenting observations from sessions and workshops and compiling reports.
- To visit Feld / Anganwadi and observe Anganwadi sevika's work with reference to the anthropometry, home visit, monthly meetings, community events, other activities to find out the translation of training knowledge into action/ implementation, and any gaps in the same, and share feedback with training and program coordinator of this Project.

MANAGEMENT & REPORTING

- Report weekly to the Associate Program Director
- Timely management of pictures and documents of training, workshops, meetings, and events.
- Training data management (pre-post, feedback of training, data entry, graphical presentation of the same.
- Contribute to the organizational culture and work of SNEHA to an appropriate degree
- Participate in the SNEHA activities

QUALIFICATIONS & EXPERIENCE

- Bachelor/ Masters in Social Work, Public Health, Health Management, and/or any related subject with sound and considerable academia from a recognized university.
- Minimum 2 to 3 years of proven experience of designing and facilitating training sessions in the public health domain and overall, 5 to 7 years of experience (training + MCH implementation)
- Experience of working with public health systems including ministries, municipal corporations and informal settlements will be the added advantage.
- Interest in maternal and child health, nutrition, social protection etc.

SKILLS & COMPETENCIES ESSENTIAL

- Excellent interpersonal communication skill, presentation skill, analysis of complex documents and data, data collection & collation, self-starter, negotiation skill.
- Experience in training on maternal child health, government schemes, and community development
- Belief in working with Government departments
- Experience in documentation, quantitative and qualitative data entry, and interpretation
- Excellent MS Office skills (Word, Excel, and PowerPoint)
- Ability to maintain role boundaries
- Interest in different themes like community development, child health and nutrition, family planning, and maternal and newborn health
- Good communication skills in Marathi and Hindi language. Command on English writing skill
- Self-starting and self-monitoring abilities.
- Flexibility in time management.
- Willingness to learn new schemes and skills

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

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