



JOB DESCRIPTION: PROGRAM OFFICER

ABOUT SNEHA

SNEHA, a Mumbai-based non-profit with over 450 staff, focuses on improving health and nutrition in urban slums. Using a life-cycle approach, it addresses critical health and nutrition needs at key stages— from adolescence to family planning—aiming to enhance outcomes for women and children in vulnerable communities across Mumbai and the Mumbai Metropolitan Region.

It focuses on enhancing urban health by empowering both care seekers and providers. We work with informal settlement communities to drive change and partner with public health systems to ensure sustainable improvements. Our programs include Maternal and Child Health, Empowerment, Adolescent Health and Sexuality, Public System Partnership, Prevention of Violence against Women and Children, SNEHA Shakti, Palliative Care, and Livelihood Generation.

ABOUT THE PROGRAM

SNEHA's intervention is through working in partnership with the systems and communities. Goal of the program is Strengthen and support SAM and MAM management processes in 70 anganwadis in Dadra Nagar Haveli. It works towards strengthening ICDS services to deliver role of Prevention and Addressal of malnutrition. This project will support the ICDS activities and its staff by strengthening community mobilization and engagement processes. Capacity building of ICDS staff and hand holding is done on regular basis Pilot the CMAM model and establish the Referral linkage between Aws and Child health services. 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 is working with 70 Anganwadis in Dadra Nagar Haveli. Program officer will be working with Anganwadis in Dadra Nagar Haveli as well remote tribal hamlets/ pada in Dadra Nagar Haveli Program will also mentor and support team of Animedh Charitable Trust for implementing program on maternal and child health.

“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.







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: Program Officer

-  **Role:** The Program officer will be responsible for undertaking activities with the ICDS staff's, Health system staff's and groups of community volunteers for maternal and child health intervention. S/he will be responsible for achieving the program deliverables and key result areas on ICDS services.
-  **Educational Requirement:** Graduation (Full time course)
-  **Experience:** Minimum 4 years of relevant experience in community development thematic area
-  **Location:** Dadra Nagar Haveli and Daman and Diu
-  **Reports to:** Associate Program Director
-  **Apply:** Applications are to be sent via email to recruitment@snehamumbai.org with the Subject line: "Program Officer"

COMPREHENSIVE OVERVIEW OF THE POSITION

Core Responsibilities

- This position is responsible for planning; organizing, conducting, monitoring program's training activities
- Capacity Building of supervisors, ICDS, sevikas and Madatdnis
- Develop a good rapport with the Sevikas and supervisor
- Support community volunteers to lead collective actions in the community
- Organizing awareness campaigns
- Crosschecking of data collected from system and ensure data entry in Commcare application
- Monthly meeting with Sevikas and Supervisors
- Formation of parents group and monthly meeting with parents

PROGRAM RELATED

- .Provide on-field mentoring support in the management of SAM and MAM children
- Establish referral linkages for child health and nutrition services by bringing about convergence between health and nutrition services departments
- Initiate and strengthen community engagement processes to forge ownership of Child Health and Nutrition in the ICDS beneficiaries
- Conducting monthly anthropometry in the anganwadis.
- Facilitating sessions with stakeholders for Maternal and child health, Government services and community development issues.
- Any other activities assigned to fulfil programmatic outcomes and goals e.g community events, any research data required from community for any program related research work.
- Conducting home visits of SAM/MAM children
- Observation of home visits, sessions, filled diet audit forms and give inputs / feedback to sevikas
- Promote Adoption of SAM/MAM children by volunteers.

COORDINATION & DOCUMENTATION:

- Coordinating with Sevikas for ensuring growth monitoring, SAM/MAM management.
- To coordinate with local groups of youth, CBO's and NGO's to network to collaborate our activities jointly or independently.
- Coordination and liasoning with ICDS, health department and other stakeholders
- Documentation of project activities, meetings, events timely
- Implementation of protocolized meetings with stakeholders, events, activities as per budget
- Administrative tasks
- Manage data and ensure data entry daily.

BEHAVIORAL COMPETENCY

- Ability to maintain role boundaries
- Fluency in English, Hindi and Marathi
- Ability to handle community issues.
- Contribute to the organizational culture and work of SNEHA to an appropriate degree
- Participate in the SNEHA activities

CRITICAL TRAITS

- Interest in different themes like community development, child health and nutrition and maternal and new-born health
- Familiarity with government systems, ministries, departments and informal settlements in Mumbai
- Experience in community mobilization.
- Negotiation skills.

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