



JOB DESCRIPTION: M & E COORDINATOR

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 of Health and Sexuality of Adolescents, Public System Partnership, Prevention of Violence against Women and Children, SNEHA Shakti, Palliative Care, and Livelihood Generation.

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.

“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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	https://www.facebook.com/SnehaMumbai
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	https://www.linkedin.com/company/544355/
	@snehamumbai

PROFILE SNAPSHOT

Designation: M&E Coordinator

Role: The Monitoring and Evaluation Coordinator will be responsible for the quantitative evaluation and implementation and management of the monitoring system of the program.

Educational Requirement: Master's Degree in Economics/Statistics/Commerce/Social Sciences/Public Health or allied fields

Experience: At least 3 years of experience in the design and implementation of M&E/MIS in development projects

Location: Chembur

Reports to: Associate Director- M & E

Apply: Applications are to be sent via email to recruitment@snehamumbai.org with the Subject line: "M&E Coordinator"

COMPREHENSIVE OVERVIEW OF THE POSITION

Core Responsibilities

- Develop monitoring framework to track the progress of program activities
- Overseeing field level data collection to ensure valid data and ensuring ethical compliance
- Undertake data processing and analyze data collected for monthly, quarterly and annual reports
- Disseminate findings from monitoring/evaluation data to program and managerial team

Designing & Development

- Quantitative surveys and sub-studies
- Formats in mobile apps/databases
- Dashboards using data visualization software

Coordination & Participation

- Coordinating with Information Management team to design, develop and implement an efficient MIS
- Recruitment and training of Data Officers as and when required
- Participate in SNEHA's research activities and support in ethical compliance for program M & E
- Ensuring adherence to SNEHA values, policies and guidelines

CRITICAL TRAITS

- Knowledge of quantitative research methods
- Experience in survey data collection
- Expertise in analyzing data using statistical software (SPSS/STATA)
- Proven ability to work with digital data collection and visualization platforms
- Basic knowledge of qualitative research
- Excellent writing and documentation skills

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