

JOB DESCRIPTION: (DOCUMENTATION OFFICER - HEALTHY CITIES PROGRAM)



ABOUT SNEHA

A secular, Mumbai-based non-profit organisation, SNEHA believes that investing in women's health is essential to building viable urban communities. SNEHA targets four large public health areas: Maternal and Newborn Health, Child Health and Nutrition, Sexual and Reproductive Health and Prevention of Violence against Women and Children.

Our approach is two-pronged: it recognises that in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work at the community level to empower women and slum 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.

ABOUT THE PROGRAM

Healthy Cities Project intervention model address planned parenthood, maternal health and nutrition, sexual and reproductive health, child health and nutrition also the prevention of violence against women and children using an integrated life cycle approach that addresses critical first 1000 day period, the period from the start of a mothers pregnancy through her child's second birthday. The model encompasses thematic areas viz. maternal and new born health, child health and nutrition, family planning and prevention of violence against women and children. The intervention strategies include home visits by trained community organisers to identify health problems, monthly anthropometry of children to identify malnourished children, provide health information for a range of services, community awareness sessions, life skills education sessions for adolescents, counselling services and community based distribution of contraceptives, anaemia screening camps for pregnant and lactating mothers. The intervention model includes public health systems to improve referral linkages and to increase utilization of health care services provided by them. The project adopts this approach and works to create a collective vision and facilitates individuals, families, communities and health systems to realize that vision. The project aims to improve the health and nutritional status of married women and of children under six years of age in vulnerable communities of Malvani.

THE ROLE

The Documentation Officer is primarily responsible for the process documentation of the various components of the project/program. The role includes:

1. Assisting program teams to prepare quarterly progress report, annual progress report and other reporting requirements
2. Preparing presentations for review meetings, funder reports and media advocacy
3. Supporting the team in preparing concept notes and other project related documents
4. Supporting in preparation of proposals for workshops and events
5. Collecting resource material for the project, literature review
6. Compiling and recording of all the events/activities, capturing minutes of meetings
7. Assisting in the preparation of BCC and IEC material
8. Preparing draft case stories, training and guidance on documentation to the community outreach teams
9. Monthly collation of all work with government systems and other stakeholders through narrative reports

RESPONSIBILITIES

1. Coordinating with program teams for ensuring documentation of different stakeholders meetings
2. Preparing presentations for review meetings, funder quarter presentations and other stakeholders
3. Documentation of case stories and writing minutes of all internal meetings
4. To build capacity of the teams in developing internal reports and minutes of meetings
5. To support communications domain by providing program details for website, facebook, twitter and external communications.

EXPERIENCE AND QUALIFICATIONS

1. Educational qualification: Master's Degree in Mass Communications/Literature/Journalism
2. At least 2 years' of relevant work experience
3. Excellent command over English, good understanding of Hindi and Marathi
4. Computer proficient and well versed in social media applications

MANAGEMENT & REPORTING

- Report weekly to the Associate program director
- Participate in the SNEHA activities

PERSON SPECIFICATION REQUIREMENTS

Essential

- Excellent oral and written communication skills, and good interpersonal skills
- Ability to connect easily and a dynamic and versatile approach
- High motivation, self-driven and an eagerness to take initiative
- Openness to change and ability manage change and diversity
- Ability to work in large teams and enthusiasm for community engagement
- Capacity to plan, prioritize and deliver tasks on time to meet goals
- Sound values and work ethics
- Excellent skills of interpersonal communication, presentation skills, writing in English
- Experience in documentation, quantitative and qualitative data interpretation

Desirable

- Excellent documentation and written skills

APPLICATIONS

Interested candidates can send their CVs via email to recruitment@snehamumbai.org with Subject line: **SNEHA-Documentation officer**