

JOB DESCRIPTION: DOCUMENTATION COORDINATOR - 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 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 recognises 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 11 programs running across SNEHA which are Maternal and Newborn Health (MNH), Child Health and Nutrition (CHN) – Aahar, Empowerment, Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC) (e) SNEHA Centre, SNEHA Shakti, Healthy Cities Project (HCP), Samagra, Palliative Care, Livelihood Generation, Central Operations, Research and IM.

ABOUT THE PROGRAM -

Healthy Cities Program implements 2 separate intervention models in Malvani. Nurturing care model in Azmi nagar and Community engagement model in NCC (New collectors compound area).

Community Engagement Model

The intervention model encourages community volunteers to engage to take action for maternal and child health in collaboration with system in informal urban settlements of PN ward of Mumbai. (Both collective and individual actions).

Objectives of Community Engagement Model -

1. To build capacity of volunteers to engage in awareness and to mobilize to improve uptake of maternal and child health services in community
2. Collaboration with systems for increased response for maternal and child health through community volunteers.

Nurturing Care Intervention Model -

Facilitating an environment conducive to optimum growth and development of children in informal urban settlements of P North Ward of Mumbai

“**Nurturing care**” Intervention model addresses planned parenthood, maternal health and nutrition, sexual and reproductive health, child health, development and nutrition and prevention of violence against women and children for improved health and nutrition status of children through a continuum of care approach. Program works on an integrated life cycle approach that addresses critical first 1000 days' period, the period from the start of a mother's pregnancy through her child's second birthday with an extension of children in the age group from 2 to 3 years. To ensure sustainability and continuity of its work, SNEHA works closely with the Integrated Child Development Services scheme as well as with the hospitals and health systems of the Municipal Corporation to achieve its outcomes.

THE PROFILE -

This position will be expected to coordinate with external and internal stakeholders to document all program related intervention work and activities and develop communication tool kits to be shared with partners.

JOB LOCATION

The intervention is being implemented in SNEHA's HCP operation area in Mumbai's urban settlements of NCC and Aazmi Nagar, Malwani (Malad West).

DUTIES & RESPONSIBILITIES:

1. Assisting program teams to develop and prepare quarterly and annual progress report
2. Preparing presentations for review meetings, funder reports, program presentations, external and internal visitors
3. Prepare reports of all events, campaigns and stakeholders' workshops, ensure social media advocacy, program team meetings
4. Supporting the team in preparing concept notes and other project related documents
5. Supporting in preparation of proposals for workshops and events and undertaking needs assessment surveys
6. Collecting resource material for the project, literature review
7. Compiling and recording of all the events/activities, capturing minutes of meetings
8. Preparing narrative and video 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
10. Closely work with communications domain

QUALIFICATIONS & EXPERIENCE-

1. Educational qualifications – Masters in social work, English literature, mass communication
2. Candidate should have minimum 4 years of experiences (In NGO, public health sector or similar health fields)
3. Excellent written and oral communication.
4. Experience of documentation of processes, writing concept notes, preparing proposals

SKILLS & COMPETENCIES

1. Ability to maintain role boundaries and manage the assigned work effectively
2. Flexibility in time management
3. Critical thinking and should be able to take prompt decision for program benefit
4. Accountability and ownership
5. Should be able to read and write in English, Hindi and Marathi to communicate with field teams
6. Should have knowledge and understanding about MCH issues
7. Capacity to plan, prioritize and deliver tasks on time to meet goals
8. Sound values and work ethics
9. Excellent skills of interpersonal communication, presentation skills, writing in English
10. Experience in documentation, quantitative and qualitative data interpretation

Interested candidates can send their CVs via email to damini.pandey@snehamumbai.org with Subject line: **MCH – Healthy Cities Project_Documentation Coordinator**