

JOB DESCRIPTION: Coordinator-Program Logistics

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 Child Health (MCH), Public System partnerships (PSP), Empowerment, Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC), SNEHA Centre, SNEHA Shakti, Healthy Cities Project (HCP), Palliative Care, Livelihood Generation, Central Operations, Research and Information Management.

ABOUT THE ROLE

An Coordinator-Program Logistics would support lead a team of Logistics Officers and Assistants as applicable for the allocated Program offices. S/he will work in delivering administration support to the program team. S/he will work taking directions from the Admin Manager and at times to the Director HR and Admin, to build capacities of Admin teams and lead them in the direction of organizational mission / vision.

Roles and Responsibilities

- Coordinate with key stakeholders through regular formal and informal interactions in order to understand and ensure various administrative requirements related to programs/domains are timely met
- Anticipate, visualize and plan resources as per the budgetary guidelines and directions from key stakeholders
- Ensure cost effective/optimum utilization of resources to cater needs as and when required Drive facilities management through close coordination with programs /domains to ensure timely deliverables and overall satisfaction
- Lead implementation of services related to facilities management Ensure security management within precincts and company premises through regular audits and timely surveillances leading to safety and security of staff, intellectual and physical properties
- Lead implementation of SOPs on process guidelines and ensure timely compliance
- Suggest changes in process and policies on security management
- Plan and implement administrative emergency preparedness plan across locations by monitoring and sustaining actions in close coordination thereby adhering to safety norms of the organization
- Ensure safety of staff and other resources in case of emergency. Plan mock drills in consonance with a safety expert
- Admin Budget Preparation and Monitoring
- Prepare annual admin budgets / budget proposals as per stated guidelines for programs/domains
- Monitor cost against budgets and raise red flags if expenses exceeds budget
- Identification, Negotiation, Finalisation of office/Center spaces for programs/domains
- Identifying landlords and spaces that fits program requirements as per SNEHA guidelines
- Negotiate prices and facilities keeping the budgets in mind
- Ensure agreements are signed in a timely manner

- Ensure smooth movement into the new premises Active support to other functions by documentation, legal and administrative support in and out of the organization leading to compliances adherence at all times
- Ensure proper and adequate contract labour related compliances in coordination with statutory in charge
- Dealing with government officials in matter related to admin and facility related services

Reporting

This position will report to Manager Admin at SNEHA

Requirements: Skills and Experience

- Any Graduate
- 6 years in Admin function

Personal Attributes and Competencies

- Ability to Plan, negotiate and eye for detail
- Vendor Management, stakeholder management and team management
- Multi-tasking and NGO Experience
- Oral and written command of English and Hindi.
- Sound values and work ethics

Applications to be sent via email to ijp@snehamumbai.org with Subject line: ||Coordinator-Program Logistics ||Central Operations, MCH, Sneha Shakti ||