

JOB DESCRIPTION FOR THE ROLE OF: PROGRAM OFFICER



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 a 450+ person strong, innovative and progressive organisation 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 recognizes 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) (e) sneha centre, sneha shakti, healthy cities project (hcp), palliative care, livelihood generation, central operations, research and im.

ABOUT THE PROGRAMME

Sneha's public system partnership program works in partnership with public healthcare system and vulnerable communities towards strengthening primary healthcare, establishing maternity referral linkages and empowering mahila arogya samiti groups across seven municipal corporations and three councils of mumbai metropolitan region to ensure better outcomes for pregnant mothers and newborns. the main purpose is to impact maternal and child health indicators in urban slums.

PROFILE OF THE PROGRAM OFFICER

The Program Officer will work with 'The Public System Strengthening team of SNEHA' for health facility level data collection for the primary healthcare component across the MMRDA region and Extended councils as per the requirements of the program. The Program Officer will report directly to the Program Coordinator of the Public System Partnership program. He/She will have to closely work with the other team members of the program in collaboration and coordination. He/She will be responsible for contributing to the organizational value, culture and work of SNEHA to an appropriate degree

DUTIES & RESPONSIBILITIES (DAY TO DAY ACTIVITIES):

1. Program Officer is responsible for managing field-level valid and accurate data collection including planning, coordinating, and visiting different levels of healthcare facilities across various Municipal Councils in MMRDA region
2. Timely and accurate data entry in CommCare with Personalized Digital Appliance (PDA) and submission
3. Qualitative data collection by interacting with health system officials
4. Supporting for basic data cleaning and analysis of collected data
5. To coordinate & resolve data related queries with Data officers
6. Any other field-level quantitative or qualitative data collection as required
7. Field level coordination with program team or any other stakeholder as required
8. Administrative activities include- attendance in people work, documentation and financial procedures of accurately & on time
9. Contribute to organizational-level work and events
10. Ensure adherence to SNEHA values, policies, and guidelines
11. Any other task or requirement given by the supervisor at the program level

EDUCATION QUALIFICATION REQUIRED FOR THIS POSITION

ESSENTIAL

- Educational qualification: Preferably graduation in any discipline
- Three or more years of work experience in field level data collection or working with public health facilities

DESIREABLE

- Understanding about public health system/service, experience of PDA data entry will be of added advantage

ESSENTIAL REQUIREMENTS: (COMPETENCIES & EXPERIENCE)

1. Oral & written command over Hindi, Marathi; working knowledge of English
2. Effective communication, personal and interpersonal skills.
3. Exposure to working in urban vulnerable settlements, health facilities
4. Readiness to travel across various project sites in MMRDA region
5. Achievement mind-set to accomplish project goals.
6. Ability to solve problems in the health facility data collection
7. Sound values and work ethics.
8. Open to diversity and respect for everyone.
9. Self-motivated to take ownership and leadership while working with the health system and team

Applications to be sent via email to nikita.parab@snehamumbai.org with Subject line: **“Program Officer-Public System Partnership Program”**.