

Consultant Documentation Coordinator



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

Our program on **Prevention of Violence against Women and Children** works with communities residing in informal settlements of Mumbai. The program's objective is to develop and sustain high-impact strategies for primary prevention, ensure survivors' access to protection and justice, empower women to claim their rights, mobilise communities around 'zero tolerance for violence,' and respond to the needs and rights of excluded and neglected groups. The program prioritises enhanced co-ordination of the state's response to crimes against women. Through convergence, we work with government and public systems to reinforce their roles in ensuring basic social, civil and economic security for women in informal settlements. The program emphasises participation, mobilization, and ownership by key actors.

The program has currently moved into the next phase of work with an eye on sustainability through strengthened community stewardship and ownership. It aims to address gender-based violence by integrating and broadening primary and secondary interventions, build sustainability and consolidate the evidence on gender-based violence programs.

THE PROFILE

This position is responsible for planning, organizing, conducting, monitoring and documenting activities within the community stewardship model. Since the stewardship model is a move towards sustainability, the documentation officer is also expected to document processes of the program.

JOB LOCATION:

Dharavi and Govandi

DUTIES & RESPONSIBILITIES:

1. Communication and training material development
 - a. Designing and developing need based materials for various activities like campaigns and events
 - b. Designing and development of sagini patrikas
 - c. Explore, update and re-develop the existing BCC with assistance of PCs & APD
 - d. Design and develop need base concept notes, PPTS for different purposes
 - e. Design and development of trainer modules
2. Process Documentation

- a. Documenting all session, events, case stories, process of group formation and program related activities
 - b. Supporting the research team in gathering qualitative data
3. Reports
- a. Preparation and design of various types of reports/documentation including audio visual e.g. Monthly reports, Quarterly Reports, Annual Reports, internal-external review meeting PPTs
 - b. Supporting APD/PD for writing funding/ grant proposals, Research Proposals, concept notes, Profiles- organization/community/project, templates to be used for reports, data collection, letters for correspondence/permissions, special field events /campaign, videography and photography albums
 - c. Supporting APD/PD for board meeting, funders, external agency/stakeholders meeting presentations
 - d. Compiling and analyzing field reports, data and emerging into a consolidated report
 - e. Participating in strategic discussion meetings of program and assisting the senior management of the program in proposals, concept notes, research proposals
 - f. Any other activities in-line with documentation assigned by Associate Program Director and Program Director to fulfill programmatic outcomes and goals e. g. community events, any research data required from community for any program related research work, designing frameworks/strategies, literature review etc.

MANAGEMENT & REPORTING

- Reports to Associate Program Director
- Works closely with Project Coordinators and researchers for regular and need based reporting

QUALIFICATIONS & EXPERIENCE

- Educational qualification: Master's Degree in Social Work, Sociology, psychology, public health, research
- At least 3 years of experience of working in the development sector in community based projects
- Prior experience of documentation, reporting, process documentation
- Experience in quantitative and qualitative data collation and interpretation, report writing
- Experience in developing BCC, IEC, ICT material for staff's, community beneficiary and public system stakeholder's
- Familiarity with government systems, ministries, departments and informal settlements in Mumbai
- Experience in community development projects
- Interest in and understanding of gender-related issues and issues of violence
- Willingness to travel within Mumbai as per requirement

SKILLS & COMPETENCIES

- Contribute to the organizational culture and work of SNEHA to an appropriate degree.
- Excellent skills of interpersonal communication, presentation skills, analysis of complex documents
- Able to conversant and writing in English, Hindi and Marathi □ Excellent MS-office, photo, video making skill
- Self-starting, self-monitoring abilities and negotiation skills.
- A good team player, able to work in collaboration in diverse socio-cultural, religious setting
- Ability to maintain role boundaries and exceed with innovations
- Workload management
- Flexibility in time management
- Strategic thinking
- Critical thinking
- Decision making
- Accountability and ownership

Applications to be sent via email to damini.pandey@snehamumbai.org with Subject line: "Position Name mentioned in the JD"