

## **JOB DESCRIPTION: 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 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**

#### **THE PROGRAM – PREVENTION ON VIOLENCE AGAINST WOMEN AND CHILDREN**

SNEHA's Program on Prevention of Violence against Women and Children aims to develop 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 response to crimes against women through convergence approach that works with government and public systems to reinforce their role in assuring basic social, civil and economic security. Primary preventive interventions are carried out through community outreach programs and campaigns. Secondary interventions for survivors of violence are provided through a comprehensive service-oriented system.

### **JOB LOCATION: GOVANDI & DHARAVI**

### **DUTIES & RESPONSIBILITIES:**

- Conducting training for trainer's groups to build their capacity to take ownership of the community.
  - 20 trainings in a year
  - 2 trainer's groups (25 in each group)
- Documenting all session, events, case stories, process of group formation and program related activities
- Monitoring and supervision of community organizers to achieve monthly deliverables
  - Weekly meetings with team
  - Regular field visits to mentor them

- Help COs in mobilization
- Ensure smooth functioning of fellowship program
  - Guide, mentor and monitor formation and implementations of 2 fellowship programs
- Organizing awareness campaigns on the issue of gender based violence
- Assisting PC in managing the administration and finance related compliance for the project
- Documenting all session, events, case stories, process of group formation and all program related activities documentations
- Planning and smooth implementation of volunteer's Exposure visits.

**Other tasks :**

**Documentation:**

- Maintain beneficiaries and other data update in CommCare
- Area mapping, household and beneficiary registration
- Prepare case stories on monthly basis
- Maintaining data of all designated households, individual beneficiary in CommCare and if required in physical registers/book
- Prepare a monthly calendar of activities/events

**MANAGEMENT & REPORTING**

Reporting to Program Coordinator

**QUALIFICATIONS & EXPERIENCE**

- Minimum graduate (BSW/ MSW preferred)
- At least three years' work experience with NGO.
- Hindi- and Marathi speaking skills are desirable.
- MS Office skills are necessary.
- Prior experience in working with survivors of gender-based violence is desirable.

**Skills & Competencies.**

- Unflinching commitment to gender equality and women's rights.
- Ability to put aside personal biases and religious/cultural/social/economic upbringing/values when working with survivors of violence.
- Effective communication and inter-personal skills.
- Ability to manage change and diversity.
- Enthusiasm for community engagement and networking.
- Strong sense of empathy, and negotiation and persuasion skills.
- Sound values and work ethics.
- Willingness to work late and on weekends, if necessary for a case.

**Applications to be sent via email to [damini.pandey@snehamumbai.org](mailto:damini.pandey@snehamumbai.org) with Subject line: "Position Name mentioned in the JD"**