



JOB DESCRIPTION: TRAINING OFFICER

ABOUT SNEHA

A secular, Mumbai-based non-profit organization, 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 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 multiple programs running across SNEHA which are Maternal and Child Health (MCH), Empowerment Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC), Public Systems Partnership (PSP), SNEHA Shakti, Livelihood Program, Palliative Care and various domains/departments under Central Operations, Research & Information Management.

ABOUT SNEHA CENTER – Anganwadi Adoption Program:

SNEHA Center program has implemented Direct Intervention (directly working with the community) and Indirect Intervention (working through community volunteers) in the four vulnerable communities of Mankhurd and Govandi to prevent and treat malnutrition among children.

As we move ahead, the program aims to move towards sustainability through two major projects. One of them is the 'Saksham Anganwadi'/' AAWC' Project where we aim to strengthen the Integrated Child Development Services (ICDS) by building the capacity of Anganwadi Sevikas along with the provision of mentoring and supportive supervision to them. This new initiative of SNEHA is to positively respond to and support the 'Anganwadi Adoption GR issued by the Ministry of Women and Child Development, Maharashtra in the year 2021.

JOB LOCATION:

M/EAST WARD, MUMBAI

TRAINING OFFICER PROFILE:

An efficient individual who can design, plan, deliver, training sessions, and manage- oversee the logistical arrangements of the trainings to be planned and deliver under the AAWC initiative of the SNEHA Center Program (SC) p.

She/he will be responsible for scheduling trainings, organizing venues, coordinating with other trainers, and ensuring the design , and delivery of trainings by utilizing pre-posttest, feedback forms, PPTs, other training materials etc. .

Training Officer is expected to have in-depth knowledge about maternal-child health, malnutrition, and the ecosystem of the public healthcare (ICDS, BMC health system, social protection schemes), understanding importance of community engagement in public health etc.

She/he will have to closely work with the ICDS projects across M Ward of Mumbai. S/he will be responsible for contributing to the organizational value, culture and work of SNEHA to an appropriate degree.

DUTIES & RESPONSIBILITIES:

- Coordinating with the Training Coordinator, Program Coordinators and other Program Officers under the Adopt an Anganwadi (Saksham Anganwadi) Project as well as the community volunteers to be identified under this project. Coordinate and support Training Coordinator and Program Coordinator of Saksham Anganwadi to prepare training calendars with system stakeholders- ICDS/BMC and community volunteers.
- Help in designing training curricula with training coordinator for ICDS/ BMC and community volunteers.
- Support the Training Coordinator with designing PPTs, creating training material, collating the training materials required for specific trainings
- Ensure compliance of implementation of training sessions as per the schedule.
- Coordinate with ICDS and BMC (as required) for logistical arrangements required for training.
- Design the assessment tools for training in consultation with the training coordinator.
- Organizing and facilitating sessions and workshops for ICDS, MCGM, and community volunteers as per need of the program.
- Ensuring the data collection & collation of knowledge assessment and capturing the feedback of the participants and other stakeholders for the outcome of the training assessment..
- Supporting the Training coordinator for data analysis and in preparing the training reports as per the need of the SNEHA ICDS and MCGM.
- Support the training coordinator for budgeting and preparing training expenditure vouchers and ensuring the approvals from respective personnel.
- Provide inputs for designing and developing BCC/IEC materials required for facilitating effective training sessions with all the stakeholders.
- Conduct mock sessions for the AWC project POs on a periodical basis.
- Periodical debriefing and coordination with the other Program officers for planning and facilitation of effective training sessions.
- Documenting observations from sessions and workshops and compiling reports.

- To visit Feld / Anganwadi and observe Anganwadi Sevika's work with reference to the anthropometry, home visit, monthly meetings, community events, other activities to find out the translation of training knowledge into action/implementation, and any gaps in the same, and share feedback with training and program coordinator of this Project.

MANAGEMENT & REPORTING

- Report weekly to the Program Coordinator and Training Coordinator
- Timely management of pictures and documents of training, workshops, meetings and events.
- Training data management (pre-post, feedback of training, data entry, graphical presentation of the same.
- Contribute to the organizational culture and work of SNEHA to an appropriate degree
- Participate in the SNEHA activities

QUALIFICATIONS & EXPERIENCE

- Bachelor in Social Work, Public Health, Health Management and/or any related subject with sound and considerable academia from a recognized university.
- Minimum 2 to 3 years of proven experience of designing and facilitating training sessions in the public health domain.
- Experience of working with public health systems including ministries, municipal corporations and informal settlements will be the added advantage.
- Interest in maternal and child health, nutrition, social protection etc.

SKILLS & ESSENTIAL COMPETENCIES

- Excellent interpersonal communication skill, presentation skill, analysis of complex documents and data, data collection & collation, self-starter, negotiation skill.
- Experience in training on maternal child health, government schemes, and community development
- Belief in working with Government departments
- Experience in documentation, quantitative and qualitative data entry, and interpretation
- Excellent MS Office skills (Word, Excel, and PowerPoint)
- Ability to maintain role boundaries
- Interest in different themes like community development, child health and nutrition, family planning, and maternal and newborn health
- Good communication skills in Marathi and Hindi language. Command on English writing skills.
- Self-starting and self-monitoring abilities.
- Flexibility in time management.
- Willingness to learn new schemes and skills

Applications are to be sent via email to belinda.menezes@snehamumbai.org with the Subject line:
"Training Officer"