

PROGRAM OFFICER

ABOUT SNEHA

SNEHA, a Mumbai-based non-profit with over 450 staff, focuses on improving health and nutrition in urban slums. Using a life-cycle approach, it addresses critical health and nutrition needs at key stages—from adolescence to family planning—aiming to enhance outcomes for women and children in vulnerable communities across Mumbai and the Mumbai Metropolitan Region.

It focuses on enhancing urban health by empowering both care seekers and providers. We work with informal settlement communities to drive change and partner with public health systems to ensure sustainable improvements. Our programs include Maternal and Child Health, Empowerment Health And Sexuality of Adolescents, Public System Partnership, Prevention of Violence against Women and Children, SNEHA Shakti, Palliative Care, and Livelihood Generation.

ABOUT THE PROGRAM

Facilitating an environment conducive to optimum growth and development of children in informal urban settlements of P North Ward of Mumbai


“Nurturing care” Intervention model addresses planned parenthood, maternal health and nutrition, sexual and reproductive health, child health, development and nutrition and prevention of violence against women and children for improved health and nutrition status of children through a continuum of care approach. Program works on an integrated life cycle approach that addresses critical first 1000 days’ period, the period from the start of a mother’s pregnancy through her child’s second birthday with an extension of children in the age group from 2 to 3 years. To ensure sustainability and continuity of its work, SNEHA works closely with the Integrated Child Development Services scheme as well as with the hospitals and health systems of the Municipal Corporation to achieve its outcomes.

“WHAT’S IN IT FOR ME” (WIIFM) - AT SNEHA

At SNEHA, our fundamental belief is that prioritizing people is key, demonstrating our strong dedication to nurturing a supportive and growth-driven atmosphere. We uphold an open-door policy that champions transparency and open dialogue. We actively invite employees to voice their ideas, feedback, and concerns, fostering a culture where innovation and teamwork can flourish.

If you value excellence and are passionate about nurturing individuals, SNEHA is the perfect place for you!!

For detailed Information visit our website: www.snehamumbai.org and follow us on

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PROFILE SNAPSHOT

Designation: Program Officer, HCP

- ✚ **Role:** Oversee the implementation of program protocols and guidelines to enhance MCH indicators, while providing strong monitoring and supervision to the team for improving primary and secondary outcomes.
- ✚ **Educational Requirement:** Graduate or Master's degree in Social Work, Public Health, Sociology, Nutrition, or Dietetics
- ✚ **Experience:** Minimum 3 years of relevant experience
- ✚ **Location:** Malwani
- ✚ **Reports to:** Program Coordinator
- ✚ **Apply:** Applications are to be sent via email to damini.pandey@snehamumbai.org with the Subject line: "Position Name mentioned in the JD"

Comprehensive overview of the position

Core Responsibilities

The Program Officer will lead a team of 4-5 Community Organizers, supported by the Program Coordinator, with the following key responsibilities:

1. **Program Implementation & Outcomes:** Ensure achievement of program objectives in child health, maternal health, family planning, and violence prevention, while working to improve primary and secondary outcome indicators.
2. **Team Leadership & Capacity Building:** Plan, supervise, and provide necessary training for Community Organizers to meet monthly deliverables and strengthen team skills.
3. **Community Engagement:** Mobilize volunteers for community ownership and engagement, ensuring active participation in program activities.
4. **Collaboration & Coordination:** Liaise with government bodies (ICDS, MCGM, BMC) and partner NGOs to enhance healthcare services and referral networks.
5. **Budgeting & Documentation:** Prepare event and center budgets, and maintain accurate, timely documentation of all program activities, meetings, and innovations.

Critical Traits

- **Attention to Detail:** Ability to manage and track detailed data accurately, ensuring precise daily reporting and data entry by Community Organizers.
- **Strong Communication Skills:** Proficient in interpersonal communication, with fluency in English, Hindi, and Marathi, enabling effective coordination and clear reporting.
- **Commitment to Social Issues:** Passion for community development and social causes, particularly in areas like child health, nutrition, and violence prevention.

Behavioral Competency

- Demonstrates a strong ability to collaborate with community organizers, program coordinators, and external stakeholders.

- Skilled at negotiating and building relationships with various stakeholders, ensuring smooth coordination and implementation of activities.
- Exhibits an understanding and respect for the diverse cultural contexts within the community, ensuring appropriate interventions and solutions.

“Come and be a catalyst for innovation and positive change—apply today to shape the future with us!”