



## **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, Adolescent Health and Sexuality, Public System Partnership, Prevention of Violence against Women and Children, SNEHA Shakti, Palliative Care, and Livelihood Generation.

## **ABOUT THE PROGRAM**

SNEHA Centre Program addressed planned parenthood, maternal health and nutrition, sexual and reproductive health, child health and nutrition also the prevention of violence against women and children using an integrated life cycle approach that addresses the intergenerational cycle of malnutrition.. The model encompasses thematic areas viz. maternal and newborn health, child health and nutrition, family planning, and prevention of violence against women and children. The intervention was conducted through trained Community Organizers to improve maternal and child health services through collaborative activities with the government system. The project adopts this approach and works to create a collective vision and facilitates individuals, families, communities, and health systems to realize that vision. The project aims to improve the health and nutritional status of married women and children under five years of age in vulnerable communities of Mankhurd- Govandi

## **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 system- of 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 2023.

## 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](http://www.snehamumbai.org) and follow us on:

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## PROFILE SNAPSHOT

### Designation: Consultant Program Officer

- ✚ **Role:** The Program officer (PO) will be responsible for providing comprehensive support to adopted Anganwadis for optimal service delivery of health, nutrition, and child development under the ICDS scheme. Will be primarily responsible for capacity-building, providing mentoring, and supportive supervision to the ICDS staff and community volunteers.
- ✚ **Educational Requirement:** Any graduate
- ✚ **Experience:** Minimum of 4 years of relevant experience in health sector.
- ✚ **Location:** M/EAST WARD MUMBAI. Willingness to travel within Mumbai, Maharashtra, and India.
- ✚ **Reports to:** Program Coordinator
- ✚ **Apply:** Applications are to be sent via email to [lakhvinder.kaur@snehamumbai.org](mailto:lakhvinder.kaur@snehamumbai.org) with the Subject line: "Consultant Program Officer "
- ✚ **Date of Publishing:** 15th Apr 2025

## ROLES & RESPONSIBILITIES

### CORE DUTIES-

- PO will be responsible for achieving the program deliverables and key result areas of the Adoption of Anganwadi (AAWC) Project for improving maternal-child health and nutrition status and increasing the service uptake of ICDS services.
- The PO will be working with 16-20 Anganwadi Sevikas directly.
- Conducting a Need assessment survey of Anganwadis and to develop rapport with ICDS staff and supervisors, and understand the roles and responsibilities of ICDS sevikas and Supervisors in detail

### Monthly Meetings

- Design monthly activity/work plan considering activities of AW sevikas
- Support ICDS sevikas to conduct monthly meetings of community volunteers
- PO to conduct, and participate in periodic review meetings at zonal, middle/senior levels to share performance, progress, share challenges, seek feedback, and course correction/action required
- Protocolled meetings with stakeholders, events, and activities as per budget

## Coordination with ICDS

- Help ICDS Sevikas organize maternal and child health awareness campaigns.
- Promote communication and collaboration between Health Posts and ICDS.
- Support ICDS Sevikas in connecting with local youth groups, CBOs, and NGOs for joint activities.
- Guide ICDS Sevikas in empowering community volunteers to lead collective actions.
- Conduct sessions with ICDS staff on maternal and child health topics.
- Address gaps in the 6 ICDS services as per the project proposal.
- Drive program outcomes to boost the uptake of ICDS services.

## Periodic Home Visits

- Mentor and provide supportive supervision to ICDS Sevikas through home visits.
- PO will observe home visits, whenever there is anthro PO will observe anthro, participate and observe community events, provide suggestions to conduct events with innovative strategies
- PO will jointly plan for priority cases home visits, help to track gradation of children, referral and f/u of children, immunization tracking, prepare a due list of children for immunization, THR distribution, and support during RBSK team conduct anthro of children.
- To visit Anganwadi daily as per protocol.
- The objective is to support Sevika in identifying community volunteers to raise awareness about Anganwadi Centre (AWC) services and increase utilization. This includes conducting AWC mapping and creating AWC profiles.

### Key tasks:

- **AWC Visits:** PO will observe preschool activities, food distribution, Sevika's interactions, anthropometric scale conditions, growth chart availability, and educational materials.
- **Scorecard Updates:** PO updates the AWC scorecard quarterly.
- **Communication Materials:** PO will help develop materials to promote AWC services and behavior change.

### Others

- Any other activities assigned to fulfil programmatic outcomes and goals eg. Community events, and any research data required from the community for any program-related research work.
- Administrative tasks

## MANAGEMENT & REPORTING

- To take monthly reports (MPR) from ICDS staff.
- Report weekly to the Program Coordinator
- Timely management of pictures and documents of meetings, activities, and events.
- Data management (data collection, entry) in mobile/tablet-based applications daily. Tracking AWC performance against each service/gap identifies

## **EXPERIENCE**

- Experience in documentation, quantitative and qualitative data interpretation
- Excellent MS Office skills (Word, Excel, and PowerPoint)

## **BEHAVIORAL COMPETENCIES**

- Excellent skills in interpersonal communication, presentation skills, and writing in Hindi and English.
- Flexibility in time management.
- Willingness to learn new schemes and skills
- Familiarity with government systems, ministries, departments, and informal settlements in Mumbai
- Negotiation skills.

## **CRITICAL TRAITS**

- Ability to handle community issues.
- Achievement mind-set to accomplish project goals.
- Commitment to community engagement.
- Sound values and work ethics.
- Ability to maintain role boundaries
- Open to diversity and respect for everyone

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