

## **DATA 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**

Monitoring and Evaluation (M & E) is a centralized domain of SNEHA with an independent framework of monitoring, assessment and reporting of program outcome and impact. The role of the domain is to create evidence of models of urban health intervention that can be scaled and replicated through government and other NGO's thus increasing the impact of the models. The domain closely works with SNEHA's programs on maternal and newborn health, child health and nutrition, adolescent health and wellbeing and violence against women and children.

### **“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:

<b><u>SNEHA - SOCIAL MEDIA HANDLES</u></b>	
	<a href="https://www.instagram.com/snehamumbai_official">@snehamumbai_official</a>
	<a href="https://www.facebook.com/SnehaMumbai">https://www.facebook.com/SnehaMumbai</a>
	<a href="https://twitter.com/SNEHAMumbai">@SNEHAMumbai</a>
	<a href="https://www.linkedin.com/company/544355/">https://www.linkedin.com/company/544355/</a>
	<a href="https://www.youtube.com/snehamumbai">@snehamumbai</a>

## PROFILE SNAPSHOT

### Designation: Officer- Data

- ✚ **Role:** The Data Officer will be responsible for implementing the M&E activities of the Project; assisting the M&E Coordinator in data processing, preparing quarterly/annual reports on progress of project indicators, developing and maintaining the MIS of the Project. H/she will be responsible for the collection and analysis of various data sets in relation to the project activities.
- ✚ **Educational Requirement:** Bachelor's degree or equivalent
- ✚ **Experience:** Minimum 3 years of relevant experience in data collection, analysis and management
- ✚ **Location:** Chembur
- ✚ **Reports to:** M & E Coordinator
- ✚ **Apply:** Applications are to be sent via email to [belinda.menezes@snehamumbai.org](mailto:belinda.menezes@snehamumbai.org) with the Subject line: "Officer- Data (Research)"
- ✚ **Date of publishing:** 24<sup>th</sup> April 2025

## COMPREHENSIVE OVERVIEW OF THE POSITION

### RESPONSIBILITIES

- Design MIS tools, forms and relational databases for project monitoring and evaluation
- Oversee entry, processing and cross checking of data to maintain quality of data
- Coordination with Program team to ensure smooth data entry and processing
- Working closely with IT team to manage changes in databases, MySQL queries
- Basic data analysis (cross tabulations, descriptive statistics) using Excel/ Tableau/ STATA/Superset
- Preparing presentations using graphs, tables prepared in Excel/Tableau/Superset
- Monthly data report generation and presentation for review meetings
- Field visits to ensure data quality
- Training of program team on data collection and entry
- Assisting in research or any other assignment as and when required

### CRITICAL TRAITS

- Command over English, Hindi, Marathi
- Computer literacy with advanced knowledge of Microsoft Office & Excel
- Experience with data analysis software (Postgres, My SQL, R, SPSS, and STATA etc.) and data visualization tools (Tableau, Power BI, Superset, etc.).
- Organizational skills, ability to meet deadlines, adaptability, initiative, and delivery of commitments

### BEHAVIOURAL COMPETENCIES

- Able to work independently on Business Intelligence System
- Ability to analyze and integrate diverse information from varied sources

### DESIRABLE

- Willingness to travel within Mumbai and adjoining areas

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