

## **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 currently have 11 programmes 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), SNEHA Centre, SNEHA Shakti, Healthy Cities Project (HCP), Samagra, Palliative Care, Livelihood Generation, Central Operations, Research and IM.

## **ABOUT THE PROGRAM**

SNEHA's MCH - Aahar program intervention has worked in partnership with the systems and communities at Dharavi, Wadala and Nerul. While we address issues on the supply side, we accept that we need to address the awareness and uptake of ICDS and Health system services by the community. To increase knowledge and bring about behavior change in the community, we have worked on educating mothers and care givers on different aspects of child health and nutrition, sanitation, hygiene and the services they are entitled to from ICDS and health departments. We would now like to further build capacity of the community to expect, demand and negotiate availability and improved quality services from ICDS and on the other hand, to demonstrate their responsibility for the community mothers and young children. We will facilitate the community to act as the catalyst for sustained change.


SNEHA has focused its efforts in the Aahar program on reduction of malnutrition, maternal anemia, to improve the maternal health and nutrition, to address the gaps in maternal and child health and nutrition services through a partnership with systems and community, to improve referral and services related to gender based violence (GBV), to equip anganwadi workers with knowledge and skill-based trainings for enhanced delivery of ICDS services, sustain community participation and action through community volunteers and provide mentoring support to FLWs for enhanced community outreach and service.

## “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:

SNEHA - SOCIAL MEDIA HANDELS	
	<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: Documentation Coordinator

- Role:** Collect, compile, and analyze data related to MCH interventions under the Aahar program, ensuring accurate documentation and timely reporting, Content Development & Collaborate with field teams, ensure documentation aligns with program objectives, evaluations, and donor reporting requirements.
  - Educational Requirement:** MPhil/Master's /Public Health Research or any affiliated stream
  - Experience:** At least 5 to 7 years of experience, Experience of working in urban community settings
  - Location:** GTB Nagar is the main office (Travel within Mumbai and MMR region mandatory for this role.
  - Reports to:** Associate Program Director
  - Apply:** Applications are to be sent via email to [ijp@snehamumbai.org](mailto:ijp@snehamumbai.org) with the Subject line: "Documentation Coordinator"
- Date of publishing:** 07 April 2025

## **DUTIES AND RESPONSIBILITIES**

### **Documentation:**

- Participating in programme sessions/ events/ meetings/documenting session/case stories and programme related activities.
- Capturing and writing case stories through periodic field visits
- Assisting in designing and developing need-based concept notes and presentations for different purposes and media advocacy
- Preparing various types of reports e.g. Monthly reports, Quarterly Reports, six monthly reports, Annual Reports by compiling and analysing field reports and data
- Supporting APD/PD for writing funding/ grant proposals, research proposals, concept notes
- Translating documents from English/ Marathi to Hindi and vice versa
- Preparing presentations for review meetings, funder reports, program presentations, external visitors
- Collecting resource material for the project, literature review
- Closely work with communications domain to seek support

### **IEC Material Development**

- Exploring, updating and re-developing the existing training and IEC material with assistance of PC & APD. Designing and developing new material as per need
- Inter team cross sharing and learning for IEC and training material development

### **Qualitative data management**

- Preparing data collection tools, overseeing data collection, data analysis for qualitative inquiries that the programme may take up from time to time
- Experience in documentation, quantitative and qualitative data interpretation

### **Any other**

- Activities in-line with documentation assigned by Associate Programme Director and Programme Director to fulfill programmatic outcomes and goals such as designing frameworks/strategies, literature review, compiling resource material for various advocacy meetings etc.
- Contributing to the overall SNEHA communication strategies, reports and media activities
- Report weekly to the Associate program director

## **CRITICAL TRAITS**

- a) Effective communication, personal and interpersonal skills.
- b) Proven ability to manage the Documentation package independently
- c) Excellent writing skills in English and Hindi and a knack for storytelling through written words!
- d) Critical thinking & Basic research skills
- e) Self-motivation
- f) Familiarity of working with health department functionaries

## **BEHAVIOURAL COMPETENCIES**

- a) Demonstrable self-starting skills and ability to complete projects.
- b) Sound values and work ethics
- c) Excellent organizational and planning skills

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