



## 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 – PREVENTION ON VIOLENCE AGAINST WOMEN AND CHILDREN**

SNEHA's Program on Prevention of Violence against Women and Children aims to develop high-impact strategies for primary prevention, ensure survivors' access to protection and justice, empower women to claim their rights, mobilize communities around 'zero tolerance for violence', and respond to the needs and rights of excluded and neglected groups. The Program prioritizes enhanced co-ordination of the state response to crimes against women through convergence approach that works with government and public systems to reinforce their role in assuring basic social, civil and economic security. Primary preventive interventions are carried out through community outreach programs and campaigns. Secondary interventions for survivors of violence are provided through a comprehensive service-oriented system.

## **"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 HANDLES	
	<a href="https://www.instagram.com/snehamumbai">@snehamumbai</a> official
	<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: Program Officer

- + **Role:** The Program officer (PO) will be primarily responsible for capacity-building, providing mentoring, and supportive supervision to the community volunteers.
- + **Educational Requirement:** Minimum Graduation
- + **Experience:** At least three years' work experience with NGO.
- + **Location:** Govandi/Dharavi
- + **Reports to:** Program Coordinator
- + **Apply:** Applications are to be sent via email to [damini.pandey@snehamumbai.org](mailto:damini.pandey@snehamumbai.org) with the Subject line: "Female Program Officer- CSP"  
Date of publishing: 6<sup>th</sup> May 2025

## CORE RESPONSIBILITIES

### I. Work with community volunteers

- Identification and profiling of volunteers
- Establish rapport with group member families
- Mobilize and engage volunteers in community level events on health and nutrition and GBV.
- Mobilization volunteers to take ownership for community development
- Creating a pool of community volunteers who will become our advocates in the community to sustain our work at community level.
- Guide community volunteers to lead individual and collective actions in the community.

### II. Work with stakeholders

- To coordinate with Health post, ICDS and police for convergence while conducting community Meetings and events.
- To coordinate with local groups of youth, CBO's and NGO's to network to collaborate our activities jointly or independently.
- Participate in team discussion, stakeholder's meetings for program implementation

### III. Work with community groups

- Formation and strengthening of community groups and their regular meetings.
- Establish rapport with group member families
- Establish rapport with Sanginis and regular visit to build capacity.
- Contribute and enable the process of community taking ownership.
- Enable community groups to identify the survivors facing violence
- Support community groups in organizing community campaigns

- To guide community groups to lead individual and collective actions in the community.
- Involve community and sanginis to take ownership in campaigns and planning meetings
- Formation and sustainability of Youth theater groups by regular training, meetings and follow ups.

#### **IV. Logistics and administration responsibilities**

- Assisting PC in center related responsibilities

#### **V.Documentation:**

- Maintain beneficiaries and households level data in CommCare/Superset and if required in physical registers/book
- Area mapping documentation, household and beneficiary registration
- Prepare case stories on monthly basis
- Prepare a monthly calendar of activities/events
- Any other tasks based on programmatic requirement

#### **BEHAVIORAL COMPETENCIES**

- Excellent skills in interpersonal communication, presentation skills, and writing in Hindi and English.
- Flexibility in time management.
- Willingness to work late and on weekends, if necessary for a case
- Willingness to learn new schemes and skills
- Familiarity with government systems, ministries, departments, and informal settlements in Mumbai
- Unflinching commitment to gender equality and women's rights.
- Ability to put aside personal biases and religious/cultural/social/economic upbringing/values when working with survivors of violence.
- Ability to manage change and diversity.
- Strong sense of empathy

### **CRITICAL TRAITS**

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

### **DESIRABLE**

- Prior experience in working with survivors of gender-based violence is desirable.
- Willingness to work late and on weekends, if necessary for a case.

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