

ABOUT SNEHA

SNEHA (Society for Nutrition, Education and Health Action) is a Mumbai-based non-profit organization dedicated to improving the health, nutrition, and safety of women and children living in vulnerable urban informal settlements. Our mission is to empower urban women and children through integrated health and nutrition programs, education, and advocacy.

We work through a dual approach—engaging both care seekers and care providers. At the community level, we empower women and families to become agents of change, while simultaneously collaborating with public health and safety systems to drive sustainable improvements in urban health outcomes.

SNEHA's key programs include:

- Maternal and Child Health
- Empowerment, Health and Sexuality of Adolescent
- Prevention of Violence against Women and Children
- Public System Partnership
- SNEHA Shakti
- Palliative Care
- Livelihood Generation



Between 2016 and 2025, SNEHA directly reached over 620,555 women, children, and healthcare workers, and indirectly impacted a population of over 3.63 million across seven municipal corporations and three municipal councils in the Mumbai Metropolitan Region (MMR). Today, SNEHA is a 500+ member organization with deep grassroots presence and a strong track record of reducing maternal and neonatal mortality, child malnutrition, adolescent anaemia, and gender-based violence— key determinants of health equity for families and communities.

"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:

SNEHA - SOCIAL MEDIA HANDLES	
	@snehamumbai_official
	https://www.facebook.com/SnehaMumbai
	@SNEHAMumbai
	https://www.linkedin.com/company/544355/
	@snehamumbai

PROFILE SNAPSHOT

Designation: Program Officer- Collaboration and Partnerships (Social Protection)

Role: A Program Officer for the Social Protection Helpdesk would gather information on relevant Social Protection Schemes, implemented by the Union and the state governments, especially for women and children in urban vulnerable communities. Will be responsible to build capacities of program teams to understand these schemes and will support them to build awareness among people to ultimately enable community members to access the benefits of these schemes.

Educational Requirement: Graduate (preferable from Social Work background)

Experience: At least 1 year of experience of working on liaison between people and public authorities or 2 years of experience and excellence with written documentation and reviewing drafts/policies

Location: Central

Reports to: PDS/Social protection Coordinator at SNEHA

Apply: Applications are to be sent via email to lakhvinder.kaur@snehamumbai.org with the Subject line: "Program Officer-Collaboration and Partnerships (Social Protection)"

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CORES RESPONSIBILITIES

- Support with information gathering on Social Protection Schemes implemented at the Union and state level for women and children in urban vulnerable communities.
- Keeping updated on changing guidelines/regulations based on the schemes and allied benefits – creating summaries of schemes in Hindi/Marathi.
- Building relationships with local officials affiliated to ministries/departments responsible for implementation of schemes with support from the coordinator to understand details.
- Building capacities of programme teams to understand ground level operations of implementation of schemes – including training of community volunteers.
- Assisting the coordinator in connecting programme teams to CSOs providing services on social determinants of health.

- Coordinating internally to gather relevant data on uptake of schemes and services, challenges thereof and prepare summaries for related presentations.
- Documenting challenges, achievements (case stories, best practices) and help with drafting written correspondence with relevant government departments/CSOs to communicate concerns or report outcomes.
- Support the building of a One Stop Desk for trouble shooting on challenges in accessing schemes/services and supporting programme teams accordingly.
- Supporting six monthly internal review to assess uptake of schemes.

PERSONAL ATTRIBUTES AND COMPETENCIES

- Ability to work in a team and create equal opportunities for all.
- Empathy and openness to absorb learning from all contexts.
- Problem solving ability and ability to multi-task and work simultaneously on different projects.
- Working effectively through established systems, procedures and people interactions to get work done.

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