

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.

ABOUT THE PROGRAM

SNEHA's intervention is through working in partnership with the systems and communities. Goal of the program is Strengthen and support SAM and MAM management processes in 70 anganwadis in Dadra nagar Haveli. It works towards strengthening ICDS services to deliver role of Prevention and Addressal of malnutrition. This project will support the ICDS activities and its staff by strengthening community mobilization and engagement processes. Capacity building of ICDS staff and hand holding is done on regular basis Pilot the CMAM model and establish the Referral linkage between Aws and Child health services. Project will support ICDS in implementing the SAM and MAM management processes through initiating possible referral linkages with health facilities and community engagement processes in Dadra Nagar Haveli. Program is working with 70 Anganwadis in Dadra Nagar Haveli. Program officer will be working with Anganwadis in Dadra Nagar haveli as well remote tribal hamlets/ pada in Dadra Nagar Haveli Program will also mentor and support team of Animedh Charitable Trust for implementing program on maternal and child health.

"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:

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PROFILE SNAPSHOT

Designation: Program Officer

 **Role:** The position is responsible for planning, organizing, and overseeing program training activities, and for coordinating with ICDS staff, health system personnel, and community volunteers to implement maternal and child health interventions. The role ensures achievement of program deliverables and key results related to ICDS services.

 **Educational Requirement:** Graduation

 **Experience:** Minimum 4 years of relevant experience in community development thematic area

 **Location:** Dadra Nagar Haveli and Daman and Diu

 **Reports to:** Associate Program Director

 **Apply:** Applications are to be sent via email to belinda.menezes@snehamumbai.org with the Subject line: "Program Officer"

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CORE RESPONSIBILITIES

- Build capacity of ICDS staff, Supervisors, Sevikas, and Madatnis through training and on-field mentoring for effective management of SAM/MAM children.
- Establish referral linkages and ensure convergence between health and nutrition departments.
- Strengthen community engagement and ownership in child health and nutrition.
- Conduct monthly anthropometry and regular home visits of SAM/MAM children.
- Support community volunteers and parents' groups to take collective action for child and maternal health.
- Facilitate sessions with stakeholders on maternal & child health, government services, and community development issues.
- Coordinate and liaise with ICDS, health departments, local youth groups, CBOs, and NGOs for joint activities.
- Organize community events, awareness campaigns, and stakeholder meetings as per project plans.
- Monitor and provide feedback to Sevikas through observation of home visits and sessions.
- Ensure timely documentation, data management, and entry into the CommCare application.
- Maintain photos, reports, and other records of project activities.
- Participate in SNEHA's organizational initiatives and contribute to program outcomes and goals.
- Support administrative tasks and implementation of planned activities within the approved budget.

SKILLS & COMPETENCIES

- Strong communication, interpersonal, and facilitation skills.
- Experience in community mobilization and stakeholder coordination.
- Familiarity with government systems and informal settlements in Mumbai.
- Negotiation, problem-solving, and decision-making abilities.
- Good documentation and data management skills.
- Proactive, adaptable, and team-oriented approach.
- Experience in community mobilization and engagement.

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