

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
- Public System Partnership
- Empowerment, Health and Sexuality of Adolescent
- Prevention of Violence against Women and Children
- Palliative Care

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 anemia, and violence prevention against women and children—key determinants of health equity for families and communities.

ABOUT THE DOMAIN:

Monitoring, Evaluation, Research and Learning (MERL) is a centralized domain of SNEHA with an independent framework of monitoring, assessment and reporting of program outcomes and impact. The role of the domain is to create evidence of models of urban health interventions that can be scaled and replicated through government and other NGOs, 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 prevention of violence against women and children.

This is an interdisciplinary position that works closely with both the Public System Partnership and MERL team to support programme monitoring, documentation, and evidence-based implementation. The Public System Partnership (PSP) Programme works with public health systems and vulnerable communities to strengthen primary healthcare, improve maternal and newborn referral linkages, and enhance community participation to improve maternal and child health outcomes.

“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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	@snehamumbai

PROFILE SNAPSHOT

Designation: Consultant Community Organizer – Investigation

- **Role:** Support the MERL team by collecting maternity referral data from health facilities by reviewing records ensuring accurate and timely data collection
 - **Educational Requirement:** HSC or equivalent
 - **Experience:** Minimum 1 year of experience in field-level data collection. Experience in using Microsoft Excel, Google Sheets, and digital data collection platforms (such as Comm Care) will be preferred.
 - **Location:** Mumbai Metropolitan Region (MMR) -Ambernath, Badlapur, Ulhasnagar, Bhiwandi and surrounding rural areas and villages.
 - **Reports to:** Data Officer – Monitoring & Evaluation
 - **Apply:** Applications are to be sent via email to belinda.menezes@snehamumbai.org with the Subject line: **“Consultant CO Investigation- PSP”**
- Date of publishing: 11th Aug 2026**

COMPREHENSIVE OVERVIEW OF THE POSITION

CORE RESPONSIBILITIES

- Undertake extensive field travel across Municipal Corporations, Municipal Councils, and rural villages in the Mumbai Metropolitan Region (MMR) to conduct programme monitoring and data collection activities.
- Review registers, records, referral slip photos and documents, and other programme records to collect accurate information.
- Collect programme data, complete data entry in Comm Care using a Personalized Digital Appliance (PDA), and ensure timely submission.
- Ensure all collected data is complete, accurate, and submitted within the required timelines.
- Enter, organize, and maintain data using Microsoft Excel and Google Sheets.
- Coordinate with Public System Partnership program teams and health facility staff during field visits.
- Maintain confidentiality of programme information and follow SNEHA's values, policies and guidelines.
- Share daily work updates and submit monthly reports to the Monitoring & Evaluation team.
- Support programme activities and organizational events as assigned by the Reporting Officer.

CRITICAL TRAITS

- Ability to read and speak Marathi and Hindi, with basic English reading and writing skills.
- Working knowledge of Microsoft Excel and Google Sheets.
- Experience using smartphones, tablets, or CommCare for data collection.
- Willingness and ability to undertake extensive field travel across urban, peri-urban, and rural intervention areas.
- Good attention to detail and accuracy in data collection and documentation.
- Ability to complete assigned work within timelines.
- Good documentation and record-keeping skills.

BEHAVIOURAL COMPETENCIES

- Good communication and interpersonal skills.
- Ability to communicate respectfully, confidently, and assertively with health system staff, community members, and program teams.
- Ability to build and maintain positive working relationships with frontline workers and health facility staff.
- Good planning and organizational skills.
- Responsible, reliable, and self-motivated.
- Willingness to learn and adapt.

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