

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
- 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 gender-based violence— key determinants of health equity for families and communities.

ABOUT THE PROJECT- POSHAN KI DISHA

Poshan Ki Disha is a tripartite partnership between Health department of Dadra Nagar Haveli (DNH), Animedh Charitable Trust and SNEHA. Goal of the program is to improve maternal and child health status and reduce malnutrition in DNH through capacity building of health staff and establishing standard protocols for Management of malnutrition at the health facility at community level.

SNEHA is also facilitating convergence between public health department for management of child malnutrition (wasting and stunting) and strengthening ASHAs for prevention and addressal of malnutrition. This project will do capacity building of 50 ASHAs of Mandoni and Dudhani areas of Dadra Nagar Haveli. Project will support the health department activities and its staff by strengthening community intervention by implementing the malnutrition management processes through initiating possible referral linkages with health facilities, ICDS and communities across Dadra Nagar Haveli. Program will also mentor and support team of Animedh Charitable Trust who is a local implementing partner with on ground presence in the selected villages of DNH.

“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: Training Officer

- Role:** The Training Officer will be responsible for planning; organizing, conducting the training with public system staff (Health and ICDS) as well as other partnership project.
- Educational Requirement:** Bachelor/ Masters in Social Work, Public Health, Health Management, and/or any related subject with sound and considerable academia from a recognized university.
- Experience:** Total 5 to 7 years of experience in which relevant work experience of 2 to 3 years designing and facilitating training sessions in the public health domain. Experience working with public health systems across health facilities and administrative levels; experience in vulnerable settings will be an added advantage.
- Location:** Santacruz (Travel within Dadra Nagar Haveli, Diu and Daman on frequent basis and across India occasionally)
- Reports to:** Training Coordinator
- Apply:** Applications are to be sent via email to damini.pandey@snehamumbai.org with the Subject line: “Female Training Officer_Poshan Ki Disha”
- Date of publishing:** 18th Aug 2026

COMPREHENSIVE OVERVIEW OF THE POSITION

The Training Officer will support training activities under the Poshan Ki Disha (PKD) Project and SNEHA Knowledge Centre (SKC) by assisting with planning, scheduling, coordination, delivery, logistics, documentation, and follow-ups. The role will include coordinating venues and trainers, supporting the design and delivery of sessions, and using pre- and post-tests, feedback forms, PPTs, and other training materials. The role requires basic knowledge of maternal and child health, malnutrition, public health systems (ICDS and health systems), social protection schemes, and community engagement in public health. The Officer will work closely with ICDS projects, the Public Health Department for ASHA trainings, and SKC partnership projects.

CORE RESPONSIBILITIES

1. Training Planning & Coordination

- Coordinate with the Training Coordinator to prepare training calendars for partnership projects.
- Support training planning, scheduling, and coordination with Health and partnership project teams.
- Coordinate venues, participants, trainers, and other logistical requirements.
- Ensure training sessions are conducted as per the approved schedule.

2. Training Content & Delivery

- Support the Training Coordinator in designing training curricula, PPTs, and other training materials.
- Support the development of training assessment tools, including pre- and post-tests.
- Organize and facilitate training sessions and workshops for Health and partnership projects as required.
- Provide inputs for developing BCC/IEC materials to support effective training sessions.

3. Field Support & Training Follow-up

- Visit PKD intervention areas to observe ASHAs during anthropometry, health camps, home visits, monthly meetings, community events, and other activities.
- Observe the application of training knowledge in the field, identify gaps, and share observations and feedback with the Training Coordinator.

4. Training Data & Documentation

- Support collection and collation of training assessment and participant feedback data.
- Maintain training data, including pre/post-test results, feedback, data entry, and graphical presentations.
- Maintain timely records, photographs, and documents of trainings, workshops, meetings, and events.
- Prepare monthly case stories and support training reports.

5. Finance & Administration

- Support budgeting and preparation of training expenditure vouchers and coordinate required approvals.
- Support finance and administrative activities related to training programs

CRITICAL TRAITS

- Good verbal and written communication skills
- Basic presentation and facilitation skills
- Basic understanding of MS Office (Word, Excel, and PowerPoint)
- Ability to collect, organize, enter, and maintain data accurately
- Basic documentation and report-writing skills
- Ability to understand and interpret basic quantitative and qualitative information
- Good communication skills in Marathi and Hindi; basic to good English writing skills
- Ability to maintain professional boundaries and confidentiality
- Basic understanding or interest in maternal and child health, nutrition, family planning, newborn health, and social protection
- Willingness to learn about government schemes, programs and community-based interventions

BEHAVIOURAL COMPETENCIES

- Self-motivated and willing to take initiative
- Ability to work independently as well as within a team
- Good coordination and interpersonal skills
- Flexibility in managing time and training-related requirements
- Willingness to learn and develop new skills
- Adaptability to different people, settings, and community contexts
- Attention to detail and responsible follow-through
- Ability to receive feedback and improve
- Positive attitude towards working with Government departments and community stakeholders

DESIRABLE

- Experience in supporting training programs, workshops, or community-based activities
- Exposure to maternal and child health, nutrition, government schemes, or community development
- Field experience with an NGO, development organization, or public health programs.

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