

## Assistant Manager

### Company Profile:

[Samhita](#) collaborates with companies to develop impactful corporate social responsibility (CSR) initiatives. We shape strategies, design programs, facilitate implementation, and assess the impact of projects. We also work with foundations and donor agencies to bring multiple stakeholders together to address critical social issues collectively and on a large scale.

Our core technology platform, [Samhita GoodCSR](#), revolutionizes the execution and monitoring of social sector projects. GoodCSR has been developed in collaboration with [Collective Good Foundation](#) (CGF) and is supported by the Bill & Melinda Gates Foundation and the Tata Trusts.

We also work closely with CGF to provide comprehensive project management solutions in sectors such as healthcare, education, Water, Sanitation & Hygiene (WASH), and women's empowerment.

### Job Description:

1. Programme Planning: Develop the work plan and budget plan in consultation with State officials as per the NHM norms for all districts with reference to home based new born care. Assess State priorities and identify risks to project activities. Whenever required, provide support to government for including project activities in their broad plan.
2. Programme Implementation: Coordinate with State and district government officials and staff to ensure quality implementation of Home based new born care activities in the State. Support the government in day to day problem solving. Support District officials in understanding the requirements of the project and facilitate their tasks. Undertake extensive field visits to ensure that quality implementation of HBNC is being done as to achieve the objectives Ensure that project funds are being spent as per planned budget.
3. Capacity Building: Work with State ASHA cell, child health division, State master trainers and other related divisions for making training plans and calendars. Ensure the implementation of training plan and quality assurance of the same.
4. Communications: SPM will identify and document good case studies/ success stories from the field communicate these on a regular basis to the State team. Attend monthly review meetings and related child health meetings.
5. Data analysis, Recording and Reporting: Monthly data to be collated and analyzed. Monthly records and reports are to be prepared based on the identified indicators and prescribed formats. Visiting districts and blocks, discussing problem areas and suggesting solutions. Provide supportive supervision and overall monitoring.

### Skills required:

1. Be a Post Graduate in health sciences, Mph, BAMS /MSW / Nursing
2. Have strong understanding of the present government child health programmes interventions being implemented in Maharashtra
3. Have a minimum of 5 years of work experience in project management in development sector especially health, child development,
4. Experience in working with government systems and structures (NHM, government supported partnership projects etc.) [Preference would be given for experience in working in health sector]
5. Possess knowledge on computer/digital literacy etc.

6. Has a strong knowledge in local language
7. Possess strong reporting, documentation (local language and English), communication skills and leadership qualities.
8. Possess excellent interpersonal skills and ability to work in a multi-stakeholder environment
9. Any other responsibilities, as assigned by the organization from time to time.

If you would like to take up this challenge, then kindly send your resume to [careers@samhita.org](mailto:careers@samhita.org)