

**Vacancy for the posts in
School Initiative for Mental Health Advocacy (SIMHA)
Tata Institute of Social Sciences, Mumbai**

Date of Advertisement: 16.12.2022

Advertisement No: SIMHA -TISS/16.12.2022

About SIMHA:

Launched in 2017, the School Initiative for Mental Health Advocacy (SIMHA) is an advocacy, research and capacity building field action project of the Tata Institute of Social Sciences, Mumbai. SIMHA supports schools through knowledge sharing, training of school leaders, teachers and counsellors and promotes the well-being and mental health of children and adolescents.

SIMHA is recruiting for the following posts for a project:

- 1 Program Consultant (part-time)
- 1 Project Coordinator (part-time)
- 1 Research Coordinator
- 2 Program Officers
- 1 Research Officer
- 1 Counselor
- 1 Program Admin Staff

Details for each post are given below:

Name of the posts: Program Consultant (**Part-time**)

No of posts: 01

Location: TISS, Mumbai.

Remuneration: Rs.22000/- per month

Duration: 02 Years

The Program Consultant will report directly to the Project Director and offer strategic advice on program and research activities. The position will be part time and with specific days of engagement per week in the project.

Working days: 1.5 days a week

Job profile:

- Supporting the operation of all programs through strategy development
- Coordinating with the Programs and Research team to ensure timely completion of all goals and to assess the impact of the project
- Advising on partnership strategy and program development and reviewing the team's work
- Coordinating the outreach and partnerships and maintaining sustainable partnerships for the project
- Assisting the Project Director in coordination as required for smooth functioning of the project
- Any other work as assigned by Project Director/Supervisor(s)

Eligibility for desirous candidates

- Have completed a PhD degree in Psychology with at least 05 years of experience in research/field action projects
- Have previous experience in working with schools/adolescent mental health initiatives
- Candidates with previous experience with managing teams and/or leading programmes as well as academic writing/ publications will be preferred
- Possess good writing and communication skills in English
- Have proficiency in the use of computers for the purpose of documentation, data analysis and use of virtual platforms for training
- Have relevant expertise in research analysis and writing

Name of the posts: Project Coordinator (part-time)

No of posts: 01

Location: TISS, Mumbai.

Remuneration: Rs.50000/- per month

Duration: 02 Years

The Project Coordinator will report directly to the Project Director and oversee daily activities of the team.

Working days: 4 days a week

Job profile:

- Strategy development and planning for project implementation
- Overseeing the project's day to day activities including on-field programs
- Liaising with partners and collaborators
- Supervising the Programme officers and coordinating with the research team and all aspects of the project work
- Planning and facilitating all aspects of the program along with training programmes on-field/ online
- Assisting the team members in work and coordination as required for smooth functioning of the project
- Organizing meetings and maintaining minutes
- Managing SIMHA email and social media accounts
- Overseeing all administrative tasks managed by the Program Administrative Staff
- Maintaining comprehensive records of project plans, monthly and quarterly reports and account of expenditures incurred
- Coordinating with TISS Finance and Personnel sections
- Any other work as assigned by Project Director/Supervisor(s)

Eligibility for desirous candidates

- Have completed a MA/MPhil/ PhD degree in Psychology with at least 02 years of experience in research/field action projects
- Have previous experience in working with schools/adolescent mental health initiatives.
- Candidates with previous experience with managing teams and/or leading programmes will be preferred
- Possess good writing and communication skills in English
- Have proficiency in the use of computers for the purpose of documentation, data analysis and use of virtual platforms for training
- Have relevant expertise in research analysis and writing

Name of the posts: Research Coordinator

No of posts: 01

Location: TISS, Mumbai. Candidates must be preferably based from Navi Mumbai, Thane and Mumbai.

Remuneration: Rs.60000/- per month

Duration: 02 Years

The Research Coordinator will report directly to the Project Manager and oversee all research activities of the project.

Working days: 6 days a week

Job profile:

- Develop research strategy in line with the projects research goals
- Overseeing all research activities of the project including research proposal development, primary data collection and analysis, secondary research and research writing
- Conducting data collection
- Supervising Research Officers
- Organizing meetings and maintaining minutes
- Maintaining comprehensive records of all research goals and methods, and writing research reports and manuscripts
- Any other work as assigned by Supervisor(s)

Eligibility for desirous candidates

- Have completed a Master's/ MPhil degree in Psychology with at least 02 years of experience in research/field action projects
- Have previous experience in working with schools/adolescent mental health initiatives
- Candidates with previous experience with managing teams and/or leading research projects will be preferred
- Possess good writing and communication skills in English
- Have proficiency in the use of computers for the purpose of documentation, data analysis and use of virtual platforms for training
- Have relevant expertise in research analysis and academic writing

Name of the posts: Program Officer

No of posts: 02

Location: TISS, Mumbai. Candidates must be preferably based from Navi Mumbai, Thane and Mumbai.

Remuneration: Rs.42000/- per month

Duration: 02 Years

The Program Officer will report directly to the Program Coordinator and plan and execute all programmatic activities of the project.

Job profile:

- Planning and implementing all program activities including on- & off-field training programs and administrative tasks in coordination with the Program Coordinator
- Facilitate training sessions
- Designing and reviewing all program material and resources
- Document all program activities including program plans, progress reports and account of expenditures incurred for each program
- Any other work as assigned by Supervisor(s)

Eligibility for desirous candidates

- Have completed a Master's degree in Psychology
- Have previous experience in working with schools/adolescent mental health initiatives
- Candidates with previous experience in research/field action projects will be preferred
- Possess good writing, communication and presentation skills in English
- Have proficiency in the use of computers for the purpose of documentation, data analysis and use of virtual platforms for training
- Have relevant expertise in data entry, research analysis and writing

Name of the posts: Research Officer

No of posts: 01

Location: TISS, Mumbai. Candidates must be preferably based from Navi Mumbai, Thane and Mumbai.

Remuneration: Rs.42000/- per month

Duration: 02 Years

The Research Officer will report directly to the Research Coordinator and plan and execute all research writing and activities of the project.

Job profile:

- Planning and implementing all research activities including on-field data collection, data analysis, secondary research, and academic writing in coordination with the Program Coordinator

- Designing research methods in line with the projects research goals
- Lead on-field site visits and engage in regular communication with all key stakeholders
- Coordinating with the Programs team to design and implement monitoring and evaluation frameworks for all programs
- Document all research activities including research design, methods, field visit notes, progress reports and account of expenditures incurred for each research activity
- Any other work as assigned by Supervisor(s)

Eligibility for desirous candidates

- Have completed a Master's degree in Psychology
- Have completed a research thesis/dissertation as part of the Master's degree
- Have relevant expertise in data entry, research analysis and writing
- Have previous experience in working with schools/adolescent mental health initiatives
- Candidates with previous experience in research/field action projects will be preferred
- Possess good writing, communication and presentation skills in English
- Have proficiency in the use of computers for the purpose of documentation, data analysis (use of Excel and data analysis programs) and use of virtual platforms for training

Name of the posts: Counselor

No of posts: 01

Location: TISS, Mumbai. Candidates must be preferably based from Navi Mumbai, Thane and Mumbai.

Remuneration: Rs.42000/- per month

Duration: 02 Years

Job profile:

- Providing mental health information and support to school stakeholders
- Develop and design referral networks for schools
- Designing and prepare material and resources for school stakeholders
- Document all activities conducted
- Any other work as assigned by Supervisor(s)

Eligibility for desirous candidates

- Have completed a Master's degree in Psychology

- Have previous experience in working with schools/adolescent mental health initiatives and providing psychosocial support to school stakeholders
- Candidates with previous experience in research/field action projects will be preferred
- Possess good writing, communication and presentation skills in English
- Have proficiency in the use of computers for the purpose of documentation, data analysis and use of virtual platforms for training

Name of the posts: Program Administrative Staff

No of posts: 01

Location: TISS, Mumbai. Candidates must be preferably based from Navi Mumbai, Thane and Mumbai.

Remuneration: Rs.30000/- per month

Duration: 02 Years

The Program Administrative Staff will report directly to the Project Manager and plan and execute all programmatic activities of the project.

Job profile:

- Compiling and maintaining monthly and quarterly reports and regular documentation of all project activities
- Assist the other team members in work and coordination as required for smooth functioning of the programme
- Scheduling meetings and maintaining minutes
- Managing administrative tasks including attendance and leave related requested in coordination with the Project Manager
- Managing SIMHA email and social media accounts
- Coordinating with TISS Finance and Personnel sections
- Maintaining accounts of expenditures incurred on all activities of the project
- Coordinating with the funding agency for all grant utilization records and account audits
- Any other work as assigned by Supervisor(s).

Eligibility for desirous candidates

- Have completed a B.Com degree and at least 02 years of experience in managing finance and accounts
- Candidates with previous experience in research/field action projects will be preferred
- Possess good writing and communication skills in English
- Have proficiency in the use of computers for the purpose of documentation, data entry and data management

- Have relevant expertise in data entry, accounts management and documentation

Note –

All positions require traveling to different locations and the candidates need to be open to travelling. Joining date will be in January 2023.

Please send in your application with a detailed CV and mention the name of the post applied for in the subject line to - simha.ps.22@gmail.com by **26th December 2022**.

Late applications will not be entertained.

- Since applications received will be shortlisted, possessing the qualifications, and the experience will not ensure an interview call.
- Short listed candidates will be interviewed telephonically/through online platforms.
- The institution reserves the right to consider resumes which have not come through direct application.

Project Director: Dr. Chetna Duggal

For enquiries, Contact – simha.ps.22@gmail.com/ chetna.d@tiss.edu