

Tata Institute of Social Sciences, Mumbai
Vacancy for a position in
School Initiative for Mental Health Advocacy (SIMHA)

Date of Advertisement: 16.10.2026

Advertisement No: TISS/SIMHA/SHE/2026

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 inviting applicants for the following positions:

Sr No	Name of the Positions	No of Positions	Remuneration (Per Month)	Duration	Location
1	Programme Manager	1	Rs.90,750/-	5 months	TISS, Mumbai
2	Programme Administrative Staff	1	Rs. 35,750/-	5 months	TISS, Mumbai
3	Programme Officer	2	Rs. 50,000/-	1 Year	TISS, Mumbai

Last Date of Application: 25.10.2026

Details of the positions are as follows:

1. Name of the position: Programme Manager

The Programme Manager will report directly to the Project Director and will play a lead role in the programmatic and administrative activities of the project.

Job profile:

- Leading and overseeing implementation of Programme activities and administrative tasks
- Liaising with stakeholders for the smooth functioning of all initiatives
- Developing programme material and resources
- Organizing and conducting visits to school sites in Maharashtra
- Developing curriculum for training and capacity building of counsellors
- Overseeing the supervision process of school counsellors
- Maintaining comprehensive records of the project work and writing detailed reports
- Any other work as assigned by Project Director(s)

Eligibility for desirous candidates

- Have completed a Master's degree in Psychology with a minimum of 2 years' experience
- 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

Preference will be given to candidates with the following experience:

- Experience in working with schools/colleges/adolescent mental health initiatives
- Experience with research or field action projects
- Good academic writing skills in English

Note –

The Programme Manager position requires travelling to the state of Maharashtra, and candidates should be open to travelling.

2. Name of the position: Programme Administrative Staff

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

Responsibilities:

- 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 the smooth functioning of the programme
- Scheduling meetings and maintaining minutes
- Managing administrative tasks, including attendance and leave requests in coordination with the Project Coordinator
- 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 utilisation records and account audits
- Any other work as assigned by the Project Coordinator/Project Director

Eligibility for desirable candidates

- Have completed a B.Com degree and have 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 documentation, data entry and data management
- Have relevant expertise in data entry, accounts management and documentation

3. Name of the position: Programme Officer

The programme officer will report directly to the project coordinator and plan and execute all programmatic activities of the project.

Responsibilities:

- Planning and implementing all Programme activities, including on- & off-field training programmes and administrative tasks in coordination with the project coordinator
- Facilitate training sessions
- Designing and reviewing all programme material and resources
- Document all programme activities, including programme plans, progress reports and accounts of expenditures incurred for each program
- Any other work as assigned by the project coordinator and project director

Eligibility for desirable candidates

- Have completed a Master's degree in Psychology
- Have 1 year of experience working with schools/adolescent mental health research/ community initiatives or related fields
- Possess good writing, communication and presentation skills in English
- Have proficiency in the use of computers for documentation, data analysis and use of virtual platforms for training

Note–

The Project Officer position requires travelling to the state of Jharkhand, and candidates should be open to travelling.

TO APPLY:

For the **Programme Manager and Programme Administrative Staff role–**

- Please send in your application with a detailed updated CV and mention the name of the post applied for in the subject line to simha.rise2025@gmail.com by 25.10.2026.

For the Project Officer role–

- Please send in your application with a detailed updated CV and mention the name of the post applied for in the subject line to simha.ps.22@gmail.com by 25.10.2026.

- Late applications will not be entertained.
- Since applications received will be shortlisted, possessing the qualifications and experience will not ensure an interview call.
- Shortlisted candidates will be interviewed telephonically/through online platforms.

Project Director: Dr. Chetna Duggal