

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

Date of Advertisement: 5th July 2023

Advertisement Number:

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 working towards the creation of sustainable and evidence-informed mental health friendly educational institutions. SIMHA supports schools through mental health advocacy, knowledge sharing, training of school leaders, teachers, counsellors, and students.

SIMHA is recruiting for the following posts:

- Project Manager
- Counsellor
- Web and Graphics Designer (Social Media Manager)

Name of the Post: Project Manager

Number of Posts: 01

Location: Tata Institute of Social Sciences, Mumbai. Candidates must be preferably based out of Mumbai, Thane or Navi Mumbai.

Remuneration: INR 75,600 per month

Duration: July 15-March 31, 2024

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

Job Profile:

- Strategy development and planning for project implementation
- Overseeing the project's day to day activities including on-field programs, research activities and partnership meetings
- Supervising the Programme and Research Coordinators 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
- Organising meetings and maintaining minutes
- Managing SIMHA email account and ensuring documentation of all project-related activities
- Overseeing all administrative tasks managed by the Program Administrative Staff

- Maintaining comprehensive records of project plans, monthly and quarterly reports and accounts of expenditure 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 Master's degree in Psychology (MPhil/PhD desirable) with at least 04 years of experience in the field
- Have demonstrated experience working with schools/adolescent mental health initiatives
- Candidates with previous experience with managing teams and/or leading programmes will be preferred
- Possess excellent writing and communication skills in English and Hindi
- Have proficiency in the use of computers for the purpose of documentation, data analysis and use of virtual programmes for training
- Have relevant experience in report writing, analysis and documentation

Name of the Post: Counsellor

Number of Posts: 01

Location: Tata Institute of Social Sciences, Mumbai. Candidates must be preferably based out of Mumbai, Thane or Navi Mumbai.

Remuneration: INR 50,000 per month

Duration: April 1, 2023-March 31, 2024

The Counsellor will report to the Project Manager and will-

- a) Lead all activities related to SIMHA's helpline for stakeholders from its partnerships and training beneficiaries,
- b) Document and assist in analysing concerns and queries from the helpline; help develop protocols for key concerns, and
- c) Develop mental health resources

Job Profile:

- Managing and answering calls for a helpline for stakeholders from SIMHA's partnerships (for queries relating to providing mental health support in schools)
- Documenting reports of the calls and queries attended to
- Collaborate with other team members to help develop protocols for concerns frequently encountered by stakeholders in providing mental health support in school systems
- Create and share information related to mental health resources
- Any other work assigned by the Supervisor(s)

Eligibility for Desirous Candidates:

- Have completed a Master's degree in Psychology with at least 02 years of experience in the field
- Fluency in spoken and written Marathi, Hindi and English
- Excellent communication and interpersonal skills
- Have previous experience in working in schools and/or adolescent mental health initiatives
- Have proficiency in the use of computers for the purposes of documentation and presentation designing

Name of the Post: Web and Graphics Designer

Number of Posts: 01

Location: Tata Institute of Social Sciences, Mumbai. Part-time and remote work options may be considered for candidates with suitable background and experience.

Remuneration: INR 36,750 per month

Duration: July 15, 2023-March 31, 2024

The Web and Graphics Designer will report to the Project Manager and will-

- a) Support the design of all creative and project materials, and
- b) Lead content creation and dissemination for social media outreach for the project

Note: While the position's title is 'Web and Graphics Designer', social media outreach shall constitute a significant portion of the candidate's responsibilities.

Job Profile:

- Designing user-friendly material for all programs including training resources
- Designing engaging Information, Education and Communications (IEC) resources
- Creating graphics including illustrations for training programs
- Designing materials for print and digital collateral for marketing and branding
- Co-design the social media strategy with the project team, ensuring alignment with project goals and target audience.
- Design and curate content for social media platforms, creating visually appealing and engaging posts that effectively convey project information and messaging.
- Write creative captions and convert project information into bite-sized content suitable for social media platforms.
- Upload and schedule social media posts, ensuring timely and consistent dissemination of project updates and messages.
- Monitor social media platforms, respond to inquiries and comments, and engage with the online community in a professional and supportive manner.
- Collaborate with the project team to ensure cohesive messaging and branding across all project materials and social media platforms.
- Any other work assigned by the Supervisor(s)

Eligibility for Desirous Candidates:

- Have completed a Bachelor's degree in graphic arts, design, communication, or related field OR degree in marketing/social sciences with some coursework/ demonstrated experience in design and social media management
- Candidates with previous experience in research/field action projects/development sector will be preferred
- Knowledge of layouts, graphic fundamentals, colour schemes, typography, print, and the web
- Knowledge of Adobe Photoshop, Illustrator, Sketch, InDesign, and other graphic design software
- Demonstrated expertise in managing social media platforms and creating engaging content.
- Excellent written and verbal communication skills, with the ability to craft compelling captions and concise messaging for social media.
- Knowledge of social media analytics and insights to track performance and make data-driven decisions.
- Have good organisation skills, time management skills, and excellent eye for detail
- Knowledge of mental health or education-related projects is a plus.
- Ability to work collaboratively as part of a team, while also taking initiative and working independently when required

Note-

Please send in your application with a detailed CV and mention the name of the post applied for in the subject line to- simha.tiss.2022@gmail.com by **15th July 2023**.

Late applications will not be entertained.

- Since applications received will be shortlisted, possessing the qualifications and experience listed will not ensure an interview call.
- Shortlisted candidates will be interviewed 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.tiss.2022@gmail.com