

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

Date of Advertisement: 05.01.2022

Advertisement No: SIMHA-RIMC-TISS/05.01.2022

About SIMHA:

Launched in 2017, the School Initiative for Mental Health Advocacy (SIMHA) is an advocacy, research and capacity building 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:

1 Program Coordinator

2 Research Officers

1 Programme Administrative Staff

Details for each post are given below:

Name of the posts: Program Coordinator

No of posts: 01 (Part-time)

Last Date of Application: 12.01.2022

Location: TISS, Mumbai.

Remuneration: Rs.56000/- per month

Duration: 11 months

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

Job profile:

- Strategy development and planning for project implementation

- Monitoring project budget and tracking expenditures/transactions
- Overseeing the project's day to day activities
- Supervising the team of research officers and program officers working with the project
- Overseeing all administrative tasks managed by the Program Administrative Staff
- Manage communications through media relations, social media etc.
- Networking, building and nurturing connections with organizations and other stakeholders for project outreach and partnerships
- Contributing to and supporting the team in research writing and resource development
- Planning and facilitating training programmes on-field/ online
- Maintaining comprehensive records of project plans, documentation and progress reports.

Eligibility for desirous candidates

- Have completed a Phd degree in Psychology or Mphil in Psychology with 2 years of experience
- Have previous experience in working with schools/adolescent mental health and also with managing teams and/or leading programmes
- 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 Officer (Full time)

No of posts: 2

Last Date of Application: 12.01.2022

Location: TISS, Mumbai (Online/Mumbai campus/Programme site)

Remuneration: 40,000/- per month

Duration: 11 months

Job profile:

The selected candidate will be involved in the following:

- Conducting literature review for preparing theoretical frameworks
- Developing and designing programme material

- Liaising with various stakeholders for planning activities and scheduling consultations
- Writing reports and documenting SIMHA work
- Engaging with community for programme delivery and review

Eligibility for desirous candidates

- Have completed a full-time Master's Degree in Applied/Counselling/Clinical Psychology.
- Possess excellent academic and research writing skills in English.
- Have proficiency in the use of computers for the purpose of documentation, data analysis and use of virtual platforms for training
- Speak English and Hindi fluently
- Experience of content development, conducting workshops and training sessions involving different stakeholders will be preferable
- Relevant experience of research will be preferable

- Candidates have to be willing to travel for work

Name of the post: Programme Administrative Staff

No of posts: 01

Last Date of Application: 12-01-2022

Location: TISS, Mumbai. Candidates must be based out of Mumbai; outstation candidates will not be considered for the post.

Remuneration: Rs. 25,000/- per month

Duration: 11 months

Job profile:

- Compiling reports, documentation, preparing write-ups and updates
- Maintenance of files and records related to SIMHA activities
- Assist the other team members in work and coordination as required for smooth functioning of the programme
- Organizing meetings and maintaining minutes
- Data entry and organizing
- Liaison with external partners
- Managing SIMHA email and social media accounts
- Coordinating with Finance and Personnel sections
- Maintaining accounts of expenditures incurred
- Any other work as assigned by Supervisor(s).

Eligibility for desirous candidates

- Have completed a Bachelor's Degree in Psychology/Social work/ Social sciences with psychology as a subject
- Possess good writing skills in English
- Have proficiency in the use of computers for the purpose of documentation, data analysis and use of virtual platforms for training
- Speak English and Hindi fluently

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.rimc@gmail.com by **12th January 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.
- The institution deserves the right to consider resumes which have not come through direct application.

Project Director: Dr. Chetna Duggal

For enquiries, Contact - simha.rimc@gmail.com/ chetna.d@tiss.edu