

**Vacancy for the posts in  
National Disaster Management Authority – Rahbar, Government of India, New Delhi  
Tata Institute of Social Sciences, Mumbai**

**Date of Advertisement:** 30.01.2023

**Advertisement No:** NDMA - RAHBAR -TISS/30.01.2023

**About Rahbar:**

Rahbar is a field action project of the Tata Institute of Social Sciences, Mumbai, working towards promoting supervision in mental health practice and professional development of mental health professionals.

Rahbar is recruiting for the following posts for a project:

- 1 Project Coordinator (part-time)
- 1 Research Coordinator (part-time)
- 2 Research Associates (full-time)

Details for each post are given below:

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

**No of posts:** 01

**Location:** New Delhi

**Remuneration:** Rs.18000/- per month

**Duration:** 6 months

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

**Working days:** 1 day a week

**Job profile:**

- Supervising and coordinating with the research team and all aspects of the project work

- Research reviewing, creating conceptual frameworks and editing the writing work
- Ensuring completion of all deliverables and managing project implementation as per timelines
- Overseeing the project's day to day activities
- Liaising with partners and collaborators
- Coordinating with TISS Finance and Personnel sections
- Any other work as assigned by Project Director/Supervisor(s)

### **Eligibility for desirous candidates**

- Have completed aMPhil/ PhD degree in Psychology with at least 08 years of experience in research/field action projects
- Have previous experience in working with counselling and psychosocial support
- Candidates with previous experience with managing teams and/or leading programmes will be preferred
- Possess good writing and communication skills in English
- Have relevant expertise in research analysis and writing and creating publications

**Name of the posts:** Research Coordinator(part-time)

**No of posts:** 01

**Location:** TISS, Mumbai. Candidates must be preferably based in Mumbai, Navi Mumbai, or Thane.

**Remuneration:** Rs.35000/- per month

**Duration:** 6 months

The Research Coordinator will report directly to the Project coordinator and will lead the research work.

**Working days:** 2.5 days a week

### **Job profile:**

- Overseeing all research activities of the project including secondary research and research writing
- Supervising research team
- 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 MPhil degree in Psychology with at least 04 years of experience in research/field action projects
- Have previous experience in working with counselling and psychosocial support
- Candidates with previous experience with managing teams and/or leading programmes will be preferred
- Possess good writing and communication skills in English
- Have relevant expertise in research analysis and writing and creating publications

**Name of the posts:** Research Officer

**No of posts:** 02

**Location:** TISS, Mumbai. Candidates must be preferably based in Mumbai, Navi Mumbai, or Thane.

**Remuneration:** Rs.36000/- per month

**Duration:** 6 months

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 secondary research, and academic writing in coordination with the researchcoordinator
- Any other work as assigned by Supervisor(s)

**Eligibility for desirous candidates**

- Have completed a Master's degree in Psychology AND/OR Disaster management
- Have relevant expertise in research analysis and writing
- Have previous experience in working with counselling and psychosocial support
- Candidates with previous experience in research/field action projects will be preferred
- Possess good writing, communication and presentation skills in English

**Note –**

Please send in your application with a detailed CV and mention the name of the post applied for in the subject line to –[rahbar.tiss.23@gmail.com](mailto:rahbar.tiss.23@gmail.com) by 9<sup>th</sup> February, 2023.

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** [rahbar.tiss.23@gmail.com/chetna.d@tiss.edu](mailto:rahbar.tiss.23@gmail.com/chetna.d@tiss.edu)