

**Vacancy for Programme Coordinator and Field work supervisor**

**for the**

**Post graduate diploma in ‘*Psychotherapy and counselling with children and adolescents*’ (PGD-PCCA)**

**Tata Institute of Social Sciences, Mumbai**

**Date of Advertisement:** 15.07.2022

**Advertisement No:** PGD-PCCA-TISS/15.07.2022

**Programme Coordinator**

**Name of the post:** Programme Coordinator

**No of post:** 01

**Nature of engagement:** Part-time – 4 days a week

**Last Date of Application:** 22.07.2022

**Location:** No preference – Online work

**Remuneration:** Rs. 40000/- per month (taxes will be cut at source)

**Duration:** 11 months

The Programme Coordinator will report directly to the faculty in-charge.

**Job profile:**

The Programme Coordinator will assist in the preparation and teaching of lecture modules, compilation and dissemination of course material. They will be in charge of documentation of the course and all administrative tasks related to the course including managing calendar, readings and evaluating assignments.

**Eligibility for desirous candidates**

- Have completed a Master's degree in Psychology
- A minimum 3 years of experience as a practicing psychotherapist/counsellor working specifically with children and adolescents in school/child development centres/hospital settings.
- Additional training in child and adolescent psychotherapy will be preferable

- Relevant experience as a psychotherapy/counselling trainer and supervisor
- Possess good writing and communication skills in English

**Field work Supervisor**

**Name of the post:** Field Work Supervisor

**No of posts:** 01

**Nature of engagement:** Part-time – 1.5 days a week

**Last Date of Application:** 22.07.2022

**Location:** Online

**Remuneration:** Rs.18000/- per month (taxes will be cut at source)

**Duration:** 6 months – 3 months for Semester I ( early August – early November, 2022) and 3 months for Semester II (end December – end March, 2023)

**Eligibility:**

- Have completed a Master's degree in Psychology
- A minimum 3 years of experience as a practicing psychotherapist/counsellor working specifically with children and adolescents in school/child development centres/ hospital settings.
- Additional training in child and adolescent psychotherapy will be preferable
- Relevant experience as a psychotherapy/counselling trainer and supervisor
- Possess good writing and communication skills in English

**Job Description:**

- Providing Psychotherapy/Counselling supervision to students placed in varied settings -school/child development centres/ hospital settings.
- To provide individual supervision sessions and help students conceptualise client concerns and plan and deliver promotive/preventive, counselling and psychotherapy interventions.
- To review weekly plans and field work reports of the students.

Please send in your application with a detailed CV and mention the name of the post applied for in the subject line to - [pgdiplomaca@gmail.com](mailto:pgdiplomaca@gmail.com) and [chetna.d@tiss.edu](mailto:chetna.d@tiss.edu) by 22.07.2022. 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 in the last week of July.

- The institution deserves the right to consider resumes which have not come through direct application.

**Faculty in-charge:** Dr. Chetna Duggal

**For enquiries mail - [chetna.d@tiss.edu](mailto:chetna.d@tiss.edu)**