

**Vacancy for Programme Coordinator and Teaching Assistant  
for the Post Graduate Diploma in Supervision**

**Tata Institute of Social Sciences, Mumbai**

**Date of Advertisement:** 15.07.2022

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

**Programme Coordinator**

**Name of the post:** Programme Coordinator

**No of posts:** 01 (Part-time)

**Last Date of Application:** 22.07.2022

**Location:** No preference – Online work

**Remuneration:** Rs.40000/- per month

**Duration:** 9 months

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

**Job profile:**

The Programme Coordinator will lead the overall planning of the course. They will support the Lead Faculty with curriculum design, preparation of course modules, delivery of lectures, overseeing student practicum, conducting supervision sessions and carrying out assessments and evaluation. They will also be the point of contact for students and ensure the smooth delivery of the programme.

**Eligibility for desirous candidates**

- Have completed a Master's/Mphil degree in Psychology
- Pursuing/completed PhD will be preferred
- A minimum 5 years of experience as a practicing psychotherapist/counsellor.
- A minimum 2 years of experience as a psychotherapy/counselling supervisor
- Possess good writing and communication skills in English

## **2. Teaching Assistant**

**Name of the post:** Teaching Assistant

**No of post:** 01 (Part-time)

**Last Date of Application:** 22.07.2022

**Location:** No preference – Online work

**Remuneration:** Rs.28000/- per month

**Duration:** 9 months

The Teaching Assistant will report directly to the faculty in-charge.

### **Job profile:**

The Teaching Assistant will assist in the preparation 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 assignments.

### **Eligibility for desirous candidates**

- Have completed a Master's/Mphil degree in Psychology
- Pursuing/completed PhD will be preferred
- A minimum 3 years of experience as a practicing psychotherapist/counsellor.
- Relevant experience as a psychotherapy/counselling supervisor
- Possess good writing and communication skills in English

Please send in your application with a detailed CV and mention the name of the post applied for in the subject line to -[supervision.pgdsmhp@gmail.com](mailto:supervision.pgdsmhp@gmail.com) by **22<sup>nd</sup> July 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 -** [supervision.pgdsmhp@gmail.com/chetna.d@tiss.edu](mailto:supervision.pgdsmhp@gmail.com/chetna.d@tiss.edu)