

**Vacancy for the post of Human Resource Officer (Part-Time) at iCALL Psychosocial Helpline, TISS**

<b>Name of Post</b>	Human Resource Associate (part time)
<b>Advertisement number</b>	4icall/10/2020/01
<b>No of Posts</b>	01
<b>Last date of Application</b>	17/10/2020
<b>Salary</b>	25000 per month

**About TISS:**The Tata Institute of Social Sciences (TISS) was established in 1936 and is a deemed university fully funded by the University Grants Commission, Government of India. TISS offers over 50 Master's Degree programmes from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. Masters' programmes are offered in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Health, Management, Labour Studies and Habitat Studies. TISS is a research university with M. Phil. and Ph. D. programme and basic and applied research in a range of areas. A high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute facilitating strong linkages between education, research, field action and Dissemination. The Institute provides significant space and resources for basic and policy research; and has research collaboration with some of the best universities and institutions across all continents. TISS offers a very challenging but fulfilling academic environment and opportunity to scholars committed to creating a just society through education, generation of knowledge and field action, and invites interested scholars in Social Sciences and allied disciplines located within and outside India to apply for faculty positions in its schools and centres.

***About iCALL Psychosocial Helpline:***

iCALL Psychosocial Helpline; a field action project of the School of Human Ecology at the Tata Institute of Social Sciences Mumbai, provides counselling, support, information and referral to individuals in emotional and psychological distress, over

the telephone, email and chat. The helpline currently runs six days a week, from Monday to Saturday, from 8 AM to 10 PM. Apart from service provision, iCALL engages in various research, capacity building and outreach efforts independently and in partnership with State Governments and NGOs across the country. As a part of it's expansion, iCALL is looking to hire a dedicated HR officer for the project.

The purpose of this role is to support iCALL's leadership in translating it's organizational strategy into HR strategy and operations. The position will work closely with the Programmatic team & the Project director at iCALL on people strategy and organisational growth.

The purpose of this role is to support leadership in translating the organizational strategy into HR strategy and driving excellence in HR operations. The position works closely with other members of the senior team on matters like people strategy and organizational growth. - HR Strategy - HR Operations- Compliance.

## **Job Description**

**Important Qualities:** People Person, believes in relationship building, Empathetic. Passionate about contributing to social change, Exceptionally Good Communication Skills, understanding of mental health and counselling, Detail Oriented, Target Oriented

## **Profile Details:**

- Prepare HR Policy & strategy for iCALL in view of achieving the organisational goals
- Talent acquisition (shortlisting, interviewing, preparing JD, coordinating with TISS administration to follow procedures as per bylaws) as per organisational needs
- Carry out procedures for issuing appointment letters & procedures in collaboration with iCALL Admin team
- Liaisoning with senior team members to onboard new recruits & prepare a orientation programme

- Work with programme team & admin teams to manage leaves & payroll
- Monitor probation period of staff, annual renewals & schedule reviews with programme team as required.
- Prepare & implement procedures staff development & performance management through reviews
- Carry out entry, exit & staff management
- Organise team building & employee welfare activities on a monthly basis.
- Initiate and cultivate relationships with team members
- Handle administrative management of paperwork within TISS

**Candidate Profile:**

- Post Graduate qualification in human resource management/ allied discipline
- At least 3-4 years of experience with a humanitarian institution in a similar role.
- Proven record of successful HR management is must
- Understanding of development sector & mental health is preferred
- Good analytical skills in managing information, composing & drafting policies
- Familiarity with labour laws & any other relevant policies by GOI
- Fluency in English& Hindi (reading, speaking, writing)
- Organizational skills, discipline, and compliance with deadlines.
- Determination and proactiveness in professional commitment

The position is for a period of one year, and will be extended depending on performance. Please note that this is a part-time position based out of Mumbai. The candidate will report to the Programme Coordinator, iCALL.

Applications are to be emailed to [icallhelpline@gmail.com](mailto:icallhelpline@gmail.com) with a subject line 'Application for post of HR Associate'. Last Date of Applications is 17th October 2020. Applications received later than the aforesaid date will not be entertained.

Process of Interview: The candidates will undergo a telephonic interview, upon clearing the same, only those who are selected will be contacted for a personal interview. Date of joining shall be agreed upon mutually.

For further enquiries contact:

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Assistant Professor and Project Leader

School of Human Ecology