

**Vacancy for the posts in
Rahbar
Tata Institute of Social Sciences, Mumbai**

Date of Advertisement: 20.11.2023

Advertisement No: RAHBAR -TISS/20.11.2023

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:

- 2 Project Coordinators (part-time)

Details for the post are given below:

Name of the post: Project Coordinator (part-time)

No of posts: 02

Remuneration: Rs.45000/- per month

Duration: 6 months

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

Working days: 3.5 days a week

Job profile:

- Supervising and coordinating all aspects of the project work
- Research reviewing, creating conceptual frameworks and creating training material, manuals, protocols and resources
- 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 a MA/MPhil/ PhD degree in Psychology with at least 02 years of experience in research/field action projects
- Have previous experience in working with counselling and psychosocial support in disasters
- Candidates with previous experience with managing teams and/or leading programmes, writing manuals, or working in disaster contexts will be preferred
- Possess good writing and communication skills in English
- Have relevant expertise in research analysis and writing and creating manuals/publications

Location: *Candidates can work from any location but will need to make some site visits as needed.*

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 by **27th November 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