

**Vacancy for the posts in
School Initiative for Mental Health Advocacy (SIMHA)
Tata Institute of Social Sciences, Mumbai**

Date of Advertisement: 31.03.2022

Advertisement No: SIMHA -TISS/31.03.2022

About SIMHA:

Launched in 2017, the School Initiative for Mental Health Advocacy (SIMHA) is an advocacy, research and capacity building field action project of the Tata Institute of Social Sciences, Mumbai. SIMHA supports schools through knowledge sharing, training of school leaders, teachers and counsellors and promotes the well-being and mental health of children and adolescents.

SIMHA is recruiting for the following posts:

- 1 Project Manager
- 1 Outreach and Partnerships Manager
- 1 Program Coordinator
- 3 Program Officers
- 1 Research Coordinator
- 2 Research Officers
- 1 Program Administrative Staff
- 1 Web and Graphic designer
- 2 Senior Consultants (part-time)

Details for each post are given below:

Name of the posts: Project Manager

No of posts: 01

Location: TISS, Mumbai. Candidates must be preferably based from Navi Mumbai, Thane and Mumbai.

Remuneration: Rs.72000/- per month

Duration: 02 Years

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

Job profile:

- Strategy development and planning for project implementation

- Overseeing the project's day to day activities including on-field programs
- Liaising with partners and collaborators
- Supervising the Programme and Research Coordinators and all aspects of the project work
- Planning and facilitating all aspects of the program along with training programmes on-field/ online
- Assisting the team members in work and coordination as required for smooth functioning of the project
- Organizing meetings and maintaining minutes
- Managing SIMHA email and social media accounts
- Overseeing all administrative tasks managed by the Program Administrative Staff
- Maintaining comprehensive records of project plans, monthly and quarterly reports and account of expenditures incurred
- Coordinating with TISS Finance and Personnel sections
- Any other work as assigned by Project Director/Supervisor(s)

Eligibility for desirous candidates

- Have completed a MPhil/ PhD degree in Psychology with at least 02 years of experience in research/field action projects
- Have previous experience in working with schools/adolescent mental health initiatives.
- Candidates with previous experience with managing teams and/or leading programmes will be preferred
- Possess good writing and communication skills in English
- Have proficiency in the use of computers for the purpose of documentation, data analysis and use of virtual platforms for training
- Have relevant expertise in research analysis and writing

Name of the posts: Outreach and Partnerships Manager

No of posts: 01

Location: TISS, Mumbai. Candidates must be preferably based from Navi Mumbai, Thane and Mumbai.

Remuneration: Rs.60000/- per month

Duration: 02 Years

The Outreach and Partnerships Manager will report directly to the Project Director and will lead communications and stakeholder engagement.

Job profile:

- Liaising with agencies of the Government of India, private/public organizations and NGOs
- Develop outreach engagement strategy
- Communicating with and maintaining relationships with existing partners
- Designing proposal decks and pitches for partnerships and collaborations
- Manage a network of stakeholders, including (but not restricted to) donors, experts, potential partners amongst others
- Document all outreach activities
- Coordinating with the Project Manager and Senior Consultant- Operations and Strategy for effective
- Any other work assigned by Supervisor(s)

Eligibility for desirous candidates

- Have completed a Master's degree in Development Studies/ Management Studies/ Psychology or a comparable degree in the field of Social Science/Humanities with at least 02 years of experience in the development sector
- Candidates with previous experience in partner management or a managerial role in the development sector will be preferred
- Have previous experience in working with education and/or adolescent mental health initiatives in the development sector
- Have good organizational skills, critical thinking skills and attention to detail
- Possess good content writing, communication, and presentation skills in English
- Have proficiency in the use of computers for the purpose of documentation, proposals and presentation designing

Name of the posts: Program Coordinator

No of posts: 01

Location: TISS, Mumbai. Candidates must be preferably based from Navi Mumbai, Thane and Mumbai.

Remuneration: Rs.60000/- per month

Duration: 02 Years

The Program Coordinator will report directly to the Project Manager and oversee all programmatic activities of the project.

Job profile:

- Overseeing all programs of the project including advocacy, onfield/online capacity building initiatives and employee volunteer programmes

- Developing and delivering programs
- Manage the monitoring and evaluation of all program initiatives
- Supervising Program Officers and coordination as required for smooth functioning of all programmes
- Organizing meetings and maintaining minutes
- Maintaining comprehensive records of program plans, progress reports and account of expenditures incurred for each program
- Overseeing all social media activities including campaigns and program outreach
- Coordinating with Outreach and Partnerships Manager for successful partnerships to execute all programs
- Coordinating with Senior Consultant – Programmes and Research and the Project Manager for program planning and implementation
- Any other work as assigned by Supervisor(s)

Eligibility for desirous candidates

- Have completed a Master's/ MPhil degree in Psychology with at least 02 years of experience in research/field action projects
- Have previous experience in working with schools/adolescent mental health initiatives
- Candidates with previous experience with managing teams and/or leading programmes will be preferred
- Possess good writing and communication skills in English
- Have proficiency in the use of computers for the purpose of documentation, data analysis and use of virtual platforms for training
- Have relevant expertise in research analysis and writing

Name of the posts: Program Officer

No of posts: 03

Location: TISS, Mumbai. Candidates must be preferably based from Navi Mumbai, Thane and Mumbai.

Remuneration: Rs.48000/- per month

Duration: 02 Years

The Program Officer will report directly to the Program Coordinator and plan and execute all programmatic activities of the project.

Job profile:

- Planning and implementing all program activities including on- & off-field training programs and administrative tasks in coordination with the Program Coordinator
- Facilitate training sessions and skill labs
- Implement the monitoring and evaluation framework for all program activities
- Manage social media activities of all program initiatives
- Designing and reviewing all program material and resources
- Coordinating with the Research team for all programmatic monitoring and evaluation
- Document all program activities including program plans, progress reports and account of expenditures incurred for each program
- Any other work as assigned by Supervisor(s)

Eligibility for desirous candidates

- Have completed a Master's degree in Psychology
- Have previous experience in working with schools/adolescent mental health initiatives
- Candidates with previous experience in research/field action projects will be preferred
- Possess good writing, communication and presentation skills in English
- Have proficiency in the use of computers for the purpose of documentation, data analysis and use of virtual platforms for training
- Have relevant expertise in data entry, research analysis and writing

Name of the posts: Research Coordinator

No of posts: 01

Location: TISS, Mumbai. Candidates must be preferably based from Navi Mumbai, Thane and Mumbai.

Remuneration: Rs.60000/- per month

Duration: 02 Years

The Research Coordinator will report directly to the Project Manager and oversee all research activities of the project.

Job profile:

- Develop research strategy in line with the projects research goals
- Overseeing all research activities of the project including primary data collection and analysis, secondary research and research writing
- Oversee the impact assessment and evaluation of all program initiatives
- Supervising Research Officers and coordination as required for smooth functioning of all programmes
- Organizing meetings and maintaining minutes

- Maintaining comprehensive records of all research goals, methods, drafts and account of expenditures incurred for each research activity
- Coordinating with Senior Consultant – Programmes and Research and the Project Manager for research designing and implementation
- Any other work as assigned by Supervisor(s)

Eligibility for desirous candidates

- Have completed a Master's/ MPhil degree in Psychology with at least 02 years of experience in research/field action projects
- Have previous experience in working with schools/adolescent mental health initiatives
- Candidates with previous experience with managing teams and/or leading research projects will be preferred
- Possess good writing and communication skills in English
- Have proficiency in the use of computers for the purpose of documentation, data analysis and use of virtual platforms for training
- Have relevant expertise in research analysis and academic writing

Name of the posts: Research Officer

No of posts: 02

Location: TISS, Mumbai. Candidates must be preferably based from Navi Mumbai, Thane and Mumbai.

Remuneration: Rs.48000/- per month

Duration: 02 Years

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 on-field data collection, data analysis, secondary research, desk-reviews, and academic writing in coordination with the Program Coordinator
- Designing and reviewing all training material and resources
- Designing research methods in line with the projects research goals
- Lead on-field site visits and engage in regular communication with all key stakeholders
- Coordinating with the Programs team to design and implement monitoring and evaluation frameworks for all programs

- Document all research activities including research design, methods, field visit notes, progress reports and account of expenditures incurred for each research activity
- Any other work as assigned by Supervisor(s)

Eligibility for desirous candidates

- Have completed a Master's degree in Psychology
- Have completed a research thesis/dissertation as part of the Master's degree
- Have relevant expertise in data entry, research analysis and writing
- Have previous experience in working with schools/adolescent mental health initiatives
- Candidates with previous experience in research/field action projects will be preferred
- Possess good writing, communication and presentation skills in English
- Have proficiency in the use of computers for the purpose of documentation, data analysis (use of Excel and data analysis programs) and use of virtual platforms for training

Name of the posts: Program Administrative Staff

No of posts: 01

Location: TISS, Mumbai. Candidates must be preferably based from Navi Mumbai, Thane and Mumbai.

Remuneration: Rs.30000/- per month

Duration: 02 Years

The Program Administrative Staff will report directly to the Project Manager and plan and execute all programmatic activities of the project.

Job profile:

- Compiling and maintaining monthly and quarterly reports and regular documentation of all project activities
- Assist the other team members in work and coordination as required for smooth functioning of the programme
- Scheduling meetings and maintaining minutes
- Managing administrative tasks including attendance and leave related requested in coordination with the Project Manager
- Managing SIMHA email and social media accounts
- Coordinating with TISS Finance and Personnel sections
- Maintaining accounts of expenditures incurred on all activities of the project
- Coordinating with the funding agency for all grant utilization records and account audits

- Any other work as assigned by Supervisor(s).

Eligibility for desirous candidates

- Have completed a B.Com degree and at least 02 years of experience in managing finance and accounts
- Candidates with previous experience in research/field action projects will be preferred
- Possess good writing and communication skills in English
- Have proficiency in the use of computers for the purpose of documentation, data entry and data management
- Have relevant expertise in data entry, accounts management and documentation

Name of the posts: Web and Graphics Designer

No of posts: 01

Location: TISS, Mumbai.

Remuneration: Rs.35000/- per month

Duration: 02 Years

The Web and Graphics Designer will report directly to the Project Manager and will design all creative and project materials.

Job profile:

- Designing user-friendly material for all programs including training resources
- Designing all Information, Education and Communications (IEC) resources
- Creating graphics including illustrations for training programs
- Designing all material for print and digital collateral for marketing and branding
- Designing all social media posts and campaigns in coordination with the Programs team
- Any other work as assigned by Supervisor(s).

Eligibility for desirous candidates

- Have completed Bachelor's degree in graphic arts, design, communications, or related field
- Candidates with previous experience in research/field action projects or development sector will be preferred
- Knowledge of layouts, graphic fundamentals, typography, print, and the web
- Knowledge of Adobe PhotoShop, Illustrator, Sketch, InDesign, and other graphic design software
- Familiarity with HTML and CSS preferred
- Have good organization skills and excellent eye for detail

- Possess good writing and communication skills in English

Name of the posts: Senior Consultants (**Part-time**)

No of posts: 02

Location: TISS, Mumbai.

Remuneration: Rs.22000/- per month

Duration: 02 Years

The Senior Consultants will report directly to the Project Director and offer strategic advice on program and research activities. The position will be part time and with specific days of engagement per week in the project.

Job profile:

- Supporting the operation of all programs through strategy development
- Coordinating with the Programs and Research team to ensure timely completion of all goals and to assess the impact of the project
- Advising on outreach and partnership strategy
- Coordinating with the outreach and partnerships manager to establish and maintain sustainable partnerships for the project
- Assisting the Project Manager in work and coordination as required for smooth functioning of the project
- Any other work as assigned by Project Director/Supervisor(s)

Eligibility for desirous candidates

- Have completed a Master's/MPhil/PhD degree in Psychology with at least 04 years of experience in research/field action projects
- Have previous experience in working with schools/adolescent mental health initiatives
- Candidates with previous experience with managing teams and/or leading programmes as well as academic writing/ publications will be preferred
- Possess good writing and communication skills in English
- Have proficiency in the use of computers for the purpose of documentation, data analysis and use of virtual platforms for training
- Have relevant expertise in research analysis and writing

Note –

Please send in your application with a detailed CV and mention the name of the post applied for in the subject line to - simha.tiss.2022@gmail.com by **6th April 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/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 - simha.tiss.2022@gmail.com/ chetna.d@tiss.edu