

**Vacancy for the post of Admin Executive
at iCALL Psychosocial Helpline, TISS**

Name of Post	Admin Executive
Advertisement number	4icall/1/2022/1
No of Posts	01
Last date of Application	24/1/2022
Remuneration	36,000 Per month
Office Contact	Tel: 022-25525599

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, Labor 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 centers.

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. iCALL is looking to expand its admin team to meet its growing requirements

Job profile – Admin Executive (1 Post)

- Supervise the work of the team members
- Scheduling and managing all administrative responsibilities.
- Assisting in proposal development, budgeting, raising invoices and reimbursements for expenditure incurred under all projects of iCALL
- Undertaking logistical arrangements as per the project requirement.
- Handling all travel arrangements for iCALL team as and when required
- Coordinating with Program teams accounts team at iCALL for all administrative work
- Working alongside TISS admin for the smooth functioning of the project
- Preparing regular reports (e.g. expenses and office budgets) and organizing company records.
- conducting documentation of utilization of allocated funds
- Facilitate ongoing accounts operations such as salary processing, reimbursement processing, vendor payments, advance payments, settlements and so on.
- Reconciliation of budgeted and actual spends on a fortnightly basis
- Ensure that Accounting standards are followed and applied in the processes of the organization
- Ensure that good governance practices are implemented and followed in the organization

Desirous candidates must:

- The candidate must possess M.Com Degree or relevant discipline with minimum of 55 % of marks
- 4- 5 years of work experience in handling administration related responsibilities
- Ability to work well in a fast-paced environment while still maintaining attention to details
- Ability to work independently with tight deadlines without much support
- Good administrative skills in order to manage the work of the project and liaison with TISS accounts department.
- Excellent communication skills and proficiency in WORD, EXCEL and related software programs such as ERP systems and Foxpro applications
- He/ She should be well versed with all tax implications as per Government of India Norms and all essential Audit Norms.
- Good knowledge of English and Hindi, both spoken and written, is a must. Proficiency in Marathi language would be considered as a plus point.

- Willingness to travel, stay in locations across the country, as the need arises.

***Age limit: 25 to 35 years**

***Please note that this is a contractual position and not a permanent position.**

The position is for a period of one year, and will be extended depending on performance. Please note that this is a full-time position based out of Mumbai. The selected candidate shall be offered a salary of 36,000 pm. The candidate will report to the Project Leader and Programme Associate, iCALL.

Desirous candidates may send their resumé to icallhelpline@gmail.com on or before **24th January 2022** with a subject line Application for the post of '**Admin Executive**'. Late applications shall not be entertained.

The selected candidate would have to be based in Mumbai for the duration of the project.

For enquiries, contact;

Aparna Joshi

Project Leader

iCALL Psychosocial Helpline

Tata Institute of Social Sciences

Tel: 022-25525599