

**Vacancy for the post of Part Time Project cum Research Assistant at iCALL
Psychosocial Helpline, TISS**

Name of Post	Part Time Project cum Research Assistant
Advertisement number	4icall/10/2020/3
No of Posts	01
Last date of Application	6 th November 2020
Duration of employment	4 months
Remuneration	20000 per month
Office Contact	contact.icall@tiss.edu

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 centres. iCALL Psychosocial Helpline, a field action project of Tata Institute of Social Sciences which provides telephone email and chat based counselling services for emotional distress.

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.

Job profile – Project cum Research Assistant (1 Post)

The candidate shall report directly to the Programme Coordinator at iCALL, and will work with tasks related to EAP partnerships of iCALL. They shall assist with the following:

- Constructing the quantitative and qualitative tools and formats for undertaking data collection

- Carrying out data entry, analysis & report writing
- Carrying out communication with partners for understanding key requirements
- Developing a framework of offering effective counselling services while adopting a psychosocial lens to support expansion
- Working with partner agencies to expand helpline services in newer geographies
- Developing practice framework for sustainable expansion
- Scheduling & undertaking training for expansion
- Documenting project activities & developing reports
- Managing administrative processes within TISS for implementation of the project

Desirous candidates must:

- Have a post-graduate degree in mental health or allied sciences from a recognized university
- Have good theoretical and practical knowledge of counselling
- Have at least two years worth of experience of practicing counselling, training and research
- Be extremely fluent with reading and writing in English
- Be detail & goal oriented
- Should be able to work independently

The position is for duration of 4 months, and will be extended depending on performance. This is a part time position based out of Mumbai. The candidate will be offered a salary of 20000 per month.

Desirous candidates may send their resumé to icallhelpline@gmail.com on or before 6th November 2020 with a subject line 'Application for the post of Part-Time Research Assistant'. Late applications shall not be entertained. Only shortlisted candidates will be contacted for an interview

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

For enquiries, contact;

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 iCALL Psychosocial Helpline
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