

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

About iCALL:

iCALL is a Field Action Project of the School of Human Ecology, Tata Institute of Social sciences. iCALL was established in September 2012 with the objective of providing accessible, affordable, and quality counseling services to individuals in distress; particularly those who belong to marginalized communities. iCALL is a national-level telephonic and email-based facility that offers free counseling services to individuals in distress across their lifespan. This multilingual, free and confidential service is run by trained professionals who provide information, emotional support, therapeutic services, and referral linkages.

Apart from service provision, iCALL also conducts research, capacity enhancement, and awareness generation activities in the area of mental health in collaboration with State Governments, civil society organizations, and international organizations such as UNOs.

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 developing and implementing HR policies, operational and strategies for organizational growth HR Strategy - HR Operations- Compliance.

Name of Post	Admin Assistant
Advertisement Number	4icall/09/2022/03
No of Posts	01
Last date of Application	23/09/2022
Remuneration	20000 per month

Job Details:

- Talent acquisition preparing JD and adv for the positions, conducting the recruitment drive, handling paperwork for contracts, and maintaining the database of teammates.
- Handling with the iCALL Admin team.
- Liaisoning with senior team members to onboard the newly recruited members and provide the necessary support.
- Work with programme team, senior HR & admin teams to manage leaves & payroll.
- Prepare & implement procedures for staff development & performance management through reviews.
- Handle administrative management of paperwork within iCALL.

- Undertake burnout prevention activities for the team.

Candidate Profile:

- Graduate qualification in human resource management/ allied discipline.
- 0 – 1 year of experience with a humanitarian institution in a similar role.
- Understanding of development sector & mental health is preferred
- Good analytical skills in managing information, composing & drafting policies
- Fluency in English, Hindi, and one regional language. (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 full-time position based out of Mumbai. The candidate will report to the Programme Associate and Senior HR iCALL and admin executive.

Desirous candidates may send their resumes to hr.icall21@gmail.com on or before **23rd September 2022** with the subject line '**Application for the post of (specify the post)**'. Late applications shall not be entertained. Only Shortlisted candidates will be called for an online interview.

For inquiries, contact;

hr.icall21@gmail.com

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