

**School of Human Ecology
Tata Institute of Social Sciences, Mumbai**

Date of Advertisement: 28.6.2024

Advertisement No: SIMHA-TISS/28.6.2024

About the project:

The School Initiative for Mental Health Advocacy (SIMHA), a field action project of the Tata Institute of Social Sciences, Mumbai, is recruiting for the following posts for a project on mental health and well-being in schools.

- 1 Project Co-ordinator
- 8 Counsellors
- 1 Program admin staff

Details for each post are given below:

Name of the post: Project Co-ordinator (FULL TIME)

No of posts: 01

Location: Mumbai (Job responsibilities include travel in Maharashtra)

Remuneration: INR 82,500/- per month

Duration: 9 months

Working days: 6 days a week

Job profile:

- Liaising with stakeholders for permissions and coordinating meetings
- Developing curriculum for school students
- Capacity building and supervision of counsellors
- Monitoring and management of the entire project
- Visiting sites for coordination and supervision
- Organising meetings and maintaining minutes
- Maintaining comprehensive records of the project work and writing reports
- Presenting the project work on different platforms
- Any other work as assigned by Supervisor(s)

Eligibility

Have completed a Master's degree in Clinical or Counselling Psychology with at least 02 years of experience in the field

Preference will be given to candidates with the following experience:

- Experience in working with schools/colleges/adolescent mental health initiatives
- Knowledge of psychotherapy and counselling with school students
- Experience in supervising counsellors
- Experience with managing teams and/or leading research projects
- Good academic writing skills in English

Please note: The role involves being in Mumbai full-time and traveling across Maharashtra.

Name of the Post: Counsellor (FULL-TIME)

Number of Posts: 08

Location: In Maharashtra

Remuneration: INR 42,500 per month

Duration: 9 months

Working days: 6 days a week

Job profile:

- Liaising with school stakeholders
- Conducting individual and group sessions for school students
- Maintaining documentation and notes of all work done
- Preparing project reports
- Any other work assigned by the Supervisor(s)

Eligibility for Desirous Candidates:

- Have completed a Master's degree in Psychology

Preference will be given to candidates with the following:

- Fluency in spoken and written Marathi and Hindi
- Excellent communication and interpersonal skills
- Have previous experience in working in schools and/or adolescent mental health initiatives
- Have proficiency in the use of computers for the purposes of documentation and presentation designing

Please note: This role will be based in a specific district in Maharashtra.

Name of the posts: Program Administrative Staff (FULL-TIME)

No of posts: 01

Location: TISS, Mumbai.

Remuneration: Rs.32500/- per month

Duration: 9 months

Working days: 6 days a week

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
- Coordinating with TISS Finance and Personnel sections
- Maintaining accounts of expenditures incurred on all activities of the project and travel bookings and bills
- 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

Note –

To apply, please send in your application with a detailed CV and mention the name of the post applied for in the subject line to simha.abf.tdd@gmail.com by **5th July 2024, 4pm.**

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.

For enquiries, contact: Dr. Chetna Duggal - simha.abf.tdd@gmail.com