

Advertisement for Technical Staff Required for Project Chunauti

Project Chunauti: Project Chunauti, a field action project of the Tata Institute of Social Sciences, works with mentally challenged, orphaned children in the MDC Home Mankhurd. The Project aims at providing these children with opportunities for a dignified life.

Project Chunauti, is seeking applications for the following positions:

1. Counselor (female)

Duties and responsibilities:

- To provide mentally challenged children with supportive and therapeutic counseling based on a counseling plan
- To address behavioural, educational and emotional problems of the children
- To conduct life skill sessions with the children under the supervision of the Project manager.
- To assess the progress made by the children
- Reporting and documenting the counseling process
- Any other as required

Qualifications:

1. The candidate should atleast possess a Masters degree in psychology /counseling psychology with additional qualification in counseling.
2. The candidate should have atleast 3 year's experience in working with children. Prior experience of working with mentally challenged children will be an added asset

Location: MDC Home, Mankhurd,Mumbai

Remuneration: Based on experience

Tenure: This is a contractual position with the project till January 2017 (may be extended on extension of project tenure).

Application procedure: Interested candidates may send their CVs Addressed to Ms. Sarita Shankaran, to sarita.shankaran@gmail.com, with the subject - 'Application for the post of Counselor for Project Chunauti', before 10th August, 2016.

2. Administrative officer

Duties and responsibilities:

1. Managing and maintaining accounts of the project
2. Handling communication
3. Maintaining files and records
4. Maintaining data of the project
5. Arranging for meetings, workshops and other programmes
6. Any other as required

Qualifications:

The candidate should atleast possess a B.Com degree

Experience: Minimum 2 years experience of working in the area of accounts, secretarial positions preferably in NGOs

Required skills: Proficiency in English. Proficiency in computer skills especially excel and accounting is essential. Good communication skills will be an added asset.

Location: Tata Institute of Social Sciences, Mumbai

Remuneration: Based on experience

Tenure: This is a contractual position with the project till January 2017(may be extended on extension of project tenure).

Application procedure: Interested candidates may send their CVs Addressed to Ms. Sarita Shankaran, to sarita.shankaran@gmail.com, with the subject - 'Application for the post of Administrative Officer' for Project Chunauti, before 10th August, 2016.