

**Vacancy for the post of Programme Coordinator
(part-time) for
Rahbar, a field action project of the School of Human
Ecology,
Tata Institute of Social Sciences, Mumbai**

Date of Advertisement: 20th January 2026

Advertisement No: RAHBAR-TISS/08.01.2026

About Rahbar

Rahbar is a field action project of the School of Human Ecology, Tata Institute of Social Sciences, to promote training, supervision and professional development for mental health practitioners in India. Rahbar supports mental health professionals and organisations across India and outside, especially those in resource-constrained contexts, to ensure access to quality mental health care for all through supporting professional development of mental health practitioners and developing best practice guidelines and frameworks. Since 2019, Rahbar has supported 450+ mental health practitioners through its capacity-building and supported supervision initiatives.

Rahbar is recruiting for 01 position of programme coordinator (part-time) for the Leadership in Mental Health Programme (LMHP), a pioneering fellowship programme under the Government of Punjab's flagship Yudh Nashean Virudh (War Against Drugs) initiative. Anchored by Dr. B. R. Ambedkar Institute of Medical Sciences (AIMS) Mohali, the knowledge-cum-training partner is Rahbar, a field action project of the Tata Institute of Social Sciences (TISS), Mumbai.

The fellowship programme aims to strengthen the state's comprehensive response to substance use and addiction by building a skilled cadre of mental health fellows trained in addiction-focused public mental health practice. Fellows will lead mental health efforts in administrative bodies to embed evidence-based, person-centred mental health practices within Punjab's drug de-addiction framework, enabling a more holistic and sustainable response to addiction.

LMHP is recruiting for the following posts:

- 1 Programme Coordinator

Name of the post: Programme Coordinator

No of posts: 01

Last Date of Application: 30.01.25

Location: This is a remote position; however, the candidate must be willing and available to travel. Periodic travel to Mumbai (TISS) and various districts in Punjab is mandatory for

stakeholder meetings, training oversight, and field supervision.

Nature: Part-time (9 days/month)

Remuneration: Rs. 42,000/- per month

Duration: 01 Year

The Programme Coordinator will report directly to the Project Director and plan and support programmatic implementation, stakeholder liaising, and training activities of the project.

Job profile:

- Strategy development and planning for the implementation of the LMHP
- Overseeing the project's day-to-day activities, including the management and deployment of the LMHP Fellows
- Designing, updating, and refining the curriculum and training modules for LMHP fellows and conducting capacity-building initiatives
- Conducting review meetings with fellows and identifying thematic areas for capacity building and supervision support
- Coordinating supervision schedules for fellows
- Liaising with partners and collaborators, specifically acting as the primary point of contact between TISS team, AIMS team, and Government of Punjab (GOP) officials
- Organizing stakeholder meetings, maintaining minutes, and ensuring follow-up on action points.
- Managing program communications, including official correspondence and documentation of project milestones
- Maintaining comprehensive records of project plans, monthly/quarterly progress reports, and tracking accounts of expenditures incurred
- Coordinating with TISS Finance and Personnel sections for project-related administrative and budgetary clearances
- Any other work as assigned by Supervisor(s)

Eligibility

- Master's degree in Psychology. Candidates with a Ph.D. or M.Phil. in a relevant field will be given preference.
- Minimum of 3 years of direct work experience in the social sector or mental health field.

Desired skills

- Specific experience in program coordination or management
- Prior experience working on government-linked projects or large-scale fellowships
- Training and/or experience in working with substance use and addiction

- Experience in designing and conducting capacity building
- Proven ability to navigate complex stakeholder environments
- Excellent documentation and report-writing skills
- Excellent interpersonal and communication skills
- Fluency in English and Hindi is required. Knowledge of Punjabi is advantageous.

Note –

Please send in your application with a detailed CV and mention the name of the post applied for in the subject line to - lmhp@tiss.ac.in

Late applications will not be entertained.

- Since applications received will be shortlisted, possessing the qualifications, and the experience will not ensure an interview call.
- Shortlisted candidates will be interviewed online.
- The institution deserves the right to consider resumes which have not come through direct application.

Project Director: Dr. Chetna Duggal

For enquiries, Contact - lmhp@tiss.ac.in, chetna.d@tiss.ac.in