

Vacancy for Post in
School Initiative for Mental Health Advocacy (SIMHA)
Tata Institute of Social Sciences, Mumbai

Date of Advertisement: 24th July 2023

Advertisement Number:

About SIMHA:

Launched in 2017, the School Initiative for Mental Health Advocacy (SIMHA) is an advocacy, research and capacity building field action project of the Tata Institute of Social Sciences working towards the creation of sustainable and evidence-informed mental health friendly educational institutions. SIMHA supports schools through mental health advocacy, knowledge sharing, training of school leaders, teachers, counsellors, and students.

SIMHA is recruiting for the following post:

- Program Coordinator

Name of the Post: Program Coordinator

Number of Posts: 01

Location: Tata Institute of Social Sciences, Mumbai. Candidates must be preferably based out of Mumbai, Thane or Navi Mumbai.

Remuneration: INR 63,000 per month

Duration: August 2023 to March 2024

The Program Coordinator will report directly to the Project Manager and oversee all programmatic activities of the project.

Job profile:

- Overseeing all programs of the project including advocacy, onfield/online capacity building initiatives and employee volunteer programmes
- Developing and delivering programs
- Manage the monitoring and evaluation of all program initiatives

- Supervising Program Officers and coordination as required for smooth functioning of all programmes
- Organising meetings and maintaining minutes
- Maintaining comprehensive records of program plans, progress reports and account of expenditures incurred for each program
- Overseeing all social media activities including campaigns and program outreach
- Coordinating with Outreach and Partnerships Manager for successful partnerships to execute all programs
- Coordinating with Senior Consultant – Programmes and Research and the Project Manager for program planning and implementation
- Any other work as assigned by Supervisor(s)

Eligibility for desirous candidates

- Have completed a Master's/MPhil degree in Psychology with at least 02 years of experience in research/field action projects
- Have previous experience in working with schools/adolescent mental health initiatives
- Candidates with previous experience with managing teams and/or leading programmes will be preferred
- Possess good writing and communication skills in English
- Have proficiency in the use of computers for the purpose of documentation, data analysis and use of virtual platforms for training
- Have relevant expertise in research analysis and writing

Note -

Please send in your application with a detailed CV and mention the name of the post applied for in the subject line to - simha.tiss.2022@gmail.com by **2nd August 2023**.

Late applications will not be entertained.

- Since applications received will be shortlisted, possessing the qualifications and experience listed will not ensure an interview call.
- Shortlisted candidates will be interviewed through online platforms.

- The institution reserves the right to consider resumes which have not come through direct application.

Project Director: Dr. Chetna Duggal

For enquiries, contact: simha.tiss.2022@gmail.com