

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

Date of Advertisement: 17.03.2025

Advertisement No: SIMHA-TISS/17.03.2025

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, Mumbai. SIMHA supports schools through knowledge sharing, training of school leaders, teachers and counsellors and promotes the well-being and mental health of children and adolescents.

SIMHA is recruiting for the following posts:

- 1 Programme Coordinator
- 1 Programme Officer
- 1 Content Development Expert
- Trainer (number as per requirement)

Details for each post are given below:

Name of the post: Programme Coordinator (**part-time**)

No. of posts: 01

Working days: 10 days per month

Location: TISS, Mumbai. Candidates must preferably be based in Navi Mumbai, Thane or Mumbai.

Remuneration: Rs.30,000/- per month

Duration: 4 months

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

Job Profile

- Developing and delivering programmes and resources
- Facilitating training sessions
- Supervising programme officer and coordination as required for the smooth functioning of all initiatives
- Organising meetings and maintaining minutes
- Maintaining comprehensive records of programme plans, progress reports and account of expenditures incurred for each program
- Overseeing all social media activities including campaigns and programme outreach
- Any other work as assigned by Supervisor(s)

Eligibility for desirous candidates

- Have completed a MPhil degree in Psychology OR have a Master's degree in Psychology with at least 03 years of experience
- 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

Preferred experience

- Working with schools/ children and adolescent mental health
- Managing teams and/or leading programmes will be preferred
- Research and academic writing

Name of the post: Programme Officer (**part-time**)

No. of posts: 01

Working days: 15 days per month

Location: TISS, Mumbai. Candidates must preferably be based in Navi Mumbai, Thane or Mumbai.

Remuneration: Rs.25,000/- per month

Duration: 4 months

The Programme Officer will report directly to the Programme Coordinator and plan and execute all programmatic activities of the project.

Job profile

- Planning and implementing all program activities including on- & off-field training programs and administrative tasks in coordination with the Programme Coordinator
- Facilitating training sessions
- Developing programme material and resources
- Documenting all programme activities including programme plans, progress reports
- Any other work as assigned by Supervisor(s)

Eligibility for desirous candidates

- Have completed a Master's degree in Psychology with a minimum 1 year experience
- Possess good writing, communication and presentation skills in English
- Have proficiency in the use of computers for the purpose of documentation, data analysis and use of virtual platforms for training

Preferred experience

- Working with schools/adolescent mental health initiatives
- Research/field action projects
- Research analysis and writing

Name of the post: Content Development Expert (**Assignment-based**)

No of posts: 01

Location: NA

Remuneration: Rs. 72,000 (to be provided after completion of all deliverables and raising invoice)

Duration: Within project period

The Content Development Expert will report directly to the Project Director. The position will be assignment based with specific deliverables of creating training material and manual within stipulated time period as per need of the project.

Job profile:

- Developing a training manual.
- Development of training modules, facilitation guides as well as any other deliverables required as part of training manual.
- Writing, editing and incorporating feedback to complete the training manual.
- Any other work as assigned by Project Director/Supervisor(s)

Eligibility for desirous candidates

- MPhil/PhD in Psychology
- Minimum 03 years of experience in research/field action projects
- Experience in research writing, manual development, training content development

Note –

Please send in your application with a detailed CV and mention the name of the post you applied for in the subject line to - simha.tiss.2022@gmail.com by **26th March 2025**.

Late applications will not be entertained.

- Since applications received will be shortlisted, possessing the qualifications, and 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.

Project Director: Dr. Chetna Duggal

For enquiries, contact - simha.tiss.2022@gmail.com / chetna.d@tiss.ac.in