

**Vacancy for the post of Research Coordinator in
School Initiative for Mental Health Advocacy (SIMHA)
Tata Institute of Social Sciences, Mumbai**

Date of Advertisement: 4.5.2023

Advertisement No: SIMHA -TISS/4.5.2023

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 inviting for the post of 1 Research Coordinator

Location: TISS, Mumbai. Candidates must be preferably based from Navi Mumbai, Thane and Mumbai.

Remuneration: Rs.60,000/- per month

Duration: Till December 2024

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

Working days: 6 days a week

Job profile:

- Develop research strategy in line with the projects research goals
- Overseeing all research activities of the project including research proposal development, primary data collection and analysis, secondary research and research writing
- Conducting data collection
- Supervising Research Officers
- Organizing meetings and maintaining minutes
- Maintaining comprehensive records of all research goals and methods, and writing research reports and manuscripts
- 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 research 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 analysis and use of virtual platforms for training
- Have relevant expertise in research analysis and academic writing

Note –

The position requires traveling to different locations and the candidates need to be open to travelling as needed.

Please send in your application with a detailed CV and mention the name of the post applied for in the subject line to - simha.ps.22@gmail.com by **12thMay 2023, 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.

Project Director: Dr. Chetna Duggal

For enquiries, Contact – simha.ps.22@gmail.com/ chetna.d@tiss.edu