

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

Date of Advertisement: 13.06.2022

Advertisement No: SIMHA-SBIF-TISS/13.06.2022

About SIMHA:

Launched in 2017, the School Initiative for Mental Health Advocacy (SIMHA) is an advocacy, research and capacity building 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 Research Officer

Name of the posts: Research Officer

No of posts: 01

Last Date of Application: 22.06.2022

Location: TISS, Mumbai. Candidates must be preferably based out of Mumbai.

Remuneration: Rs.48000/- per month

Duration: Till March 2024

The Research Officer will report directly to the Research Coordinator and plan and execute all research writing and activities of the project.

Job profile:

- Planning and implementing all research activities including on-field data collection, data analysis, secondary research, desk-reviews, and academic writing in coordination with the Program Coordinator
- Designing and reviewing all training material and resources
- Designing research methods in line with the projects research goals
- Lead on-field site visits and engage in regular communication with all key stakeholders
- Coordinating with the Programs team to design and implement monitoring and evaluation frameworks for all programs

- Document all research activities including research design, methods, field visit notes, progress reports and account of expenditures incurred for each research activity
- Any other work as assigned by Supervisor(s)

Eligibility for desirous candidates

- Have completed a Master's degree in Psychology
- Have completed a research thesis/dissertation as part of the Master's degree
- Have relevant expertise in data entry, research analysis and writing
- Have previous experience in working with schools/adolescent mental health initiatives
- Candidates with previous experience in research/field action projects will be preferred
- Possess good writing, communication and presentation skills in English
- Have proficiency in the use of computers for the purpose of documentation, data analysis (use of Excel and data analysis programs) and use of virtual platforms for training

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.

Late applications will not be entertained.

- Since applications received will be shortlisted, possessing the qualifications, and the experience will not ensure an interview call.
- Only shortlisted candidates will be informed.
- Short listed candidates will be interviewed telephonically.
- The institution deserves the right to consider resumes which have not come through direct application.
- Applications sent in for the post prior to June 2022, in response to advertisements from March and April 2022, have already been screened and shortlisted candidates informed via email. Applicants who applied in the previous cycle are requested to not submit a duplicate application.

Project Director: Dr. Chetna Duggal

For enquiries, Contact - simha.tiss.2022@gmail.com / chetna.d@tiss.edu