

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

Date of Advertisement: 04.09.2023

Advertisement No:

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, and 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 Coordinator
- 1 Research Officer

Details for each post are given below:

Name of the post: Research Coordinator

No of posts: 01

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

Remuneration: Rs. 63,000/- per month

Duration: September 2023 to March 2023

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

Job profile:

- Develop research strategy in line with the project research goals
- Overseeing all research activities of the project including primary data collection and analysis, secondary research, and research writing
- Oversee the impact assessment and evaluation of all programme initiatives
- Supervising Research Officers and coordination as required for the smooth functioning of all programmes
- Organizing meetings and maintaining minutes

- Maintaining comprehensive records of all research goals, methods, drafts and account of expenditures incurred for each research activity
- Coordinating with Senior Consultant – Programmes and Research and the Project Manager for research designing 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 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

Name of the post: Research Officer

No of posts: 01

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

Remuneration: Rs. 50,400/- per month

Duration: September 2023 to 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 Programme Coordinator
- Designing and reviewing all training materials and resources
- Designing research methods in line with the project's research goals
- Lead on-field site visits and engage in regular communication with all key stakeholders
- Coordinating with the Programmes team to design and implement monitoring and evaluation frameworks for all programmes

- 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 programmes) 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 by **14th September 2023**.

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.tiss.2022@gmail.com / chetna.d@tiss.edu