

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

Date of Advertisement: 9th April 2024

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 posts:

- Programme Officer
- Counsellor

Name of the Post: Programme Officer

Number of Posts: 02

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

Remuneration: INR 50,400 per month

Duration: April 2024 - August 2024

The Program Officer will report directly to the Program 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 Program Coordinator
- Facilitate training sessions and skill labs
- Implement the monitoring and evaluation framework for all program activities
- Manage social media activities of all program initiatives
- Designing and reviewing all program material and resources
- Coordinating with the Research team for all programmatic monitoring and evaluation
- Document all program activities including program plans, progress reports and account of expenditures incurred for each program
- Any other work as assigned by Supervisor(s)

Eligibility for Desirous Candidates

- Have completed a Master's degree in Psychology
- 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 and use of virtual platforms for training
- Have relevant expertise in data entry, research analysis and writing

Name of the Post: Counsellor

Number of Posts: 01

Location: Tata Institute of Social Sciences, Mumbai. Part-time and remote work options may be considered for candidates with suitable background and experience.

Remuneration: INR 50,000 per month

Duration: April 2024 - August 2024

The Counsellor will report to the Project Manager and will-

- a) Lead all activities related to SIMHA's helpline for stakeholders from its partnerships and training beneficiaries,
- b) Document and assist in analysing concerns and queries from the helpline; help develop protocols for key concerns, and
- c) Develop mental health resources

Job Profile:

- Managing and answering calls for a helpline for stakeholders from SIMHA's partnerships (for queries relating to providing mental health support in schools)
- Documenting reports of the calls and queries attended to
- Collaborate with other team members to help develop protocols for concerns frequently encountered by stakeholders in providing mental health support in school systems
- Create and share information related to mental health resources
- Any other work assigned by the Supervisor(s)

Eligibility for Desirous Candidates:

- Have completed a Master's degree in Psychology with at least 02 years of experience in the field
- Fluency in spoken and written Marathi, Hindi and English
- Excellent communication and interpersonal skills

- Have previous experience in working in schools and/or adolescent mental health initiatives
- Have proficiency in the use of computers for the purposes of documentation and presentation designing

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 **23rd April 2024**.

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

