

**Post of Communications Officer:**

<b>Name of Post</b>	Communications Officer (part time)
<b>Advertisement number</b>	4icall/10/2020/02
<b>No of Posts</b>	01
<b>Last date of Application</b>	17 <sup>th</sup> October 2020
<b>Remuneration</b>	25000 per month
<b>Position Type</b>	24 Hours a week

***About TISS:***

The Tata Institute of Social Sciences (TISS) was established in 1936 and is a deemed university fully funded by the University Grants Commission, Government of India. TISS offers over 50 Master's Degree programmes from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. Masters' programmes are offered in a range of socially relevant interdisciplinary areas of Social Work, Social Sciences, Health, Management, Labour Studies and Habitat Studies. TISS is a research university with M. Phil. and Ph. D. programme and basic and applied research in a range of areas. A high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute facilitating strong linkages between education, research, field action and Dissemination. The Institute provides significant space and resources for basic and policy research; and has research collaboration with some of the best universities and institutions across all continents. TISS offers a very challenging but fulfilling academic environment and opportunity to scholars committed to creating a just society through education, generation of knowledge and field action, and invites interested scholars in Social Sciences and allied disciplines located within and outside India to apply for faculty positions in its schools and centres.

***About iCALL Psychosocial Helpline:***

iCALL Psychosocial Helpline; a field action project of the School of Human Ecology at the Tata Institute of Social Sciences Mumbai, provides counselling, support, information and

referral to individuals in emotional and psychological distress, over the telephone, email and chat. The helpline currently runs six days a week, from Monday to Saturday, from 8 AM to 10 PM. Apart from service provision, iCALL engages in various research, capacity building and outreach efforts independently and in partnership with State Governments and NGOs across the country.

### **Job Profile:**

The candidate shall report directly to the Programme Coordinator at iCALL, and shall be responsible for the following:

- Handling social media accounts of iCALL on Facebook, Twitter and Instagram, responding to DMs regularly
- Generating engagement on iCALL website
- Creating posters that can be used as IEC and publicity for all social media platforms
- Posting about trainings/workshops, awareness sessions, major developments of iCALL regularly on social media
- Running campaigns on social media to bring more visibility to iCALL's work
- Having live chats on topics related to mental health
- Preparing elaborate & robust communication plan for iCALL
- Submitting regular reports to highlight work undertaken
- Administrative management to tasks related to communications within TISS

### **Desirous Candidates Must:**

- Possess **Master's Degree in Advertising, Digital marketing, Media & culture studies and Mass Communication with experience in the social development sector.**
- Have experience of a minimum of 2 years of working in an organisation dedicated to the cause of mental health with an added experience of overseeing communications
- Should be sensitive to issues related to mental health and must have sensitivity to challenges faced by marginalised communities
- Have excellent writing & communication skills
- Possess graphic designing skills & be comfortable using apps like Canva, Photoshop, Adobe Spark, etc for designing digital content
- Speak English and Hindi and **at least one regional language** fluently and possess good writing skills in English
- Be willing to commit for a duration of at least a year
- Be willing to work for flexible hours
- Be willing to undergo training for building understanding of mental health & wellbeing as desired by iCALL
- Be willing to travel within Mumbai and to different parts of the country

Candidates shall be required to be based permanently in Mumbai for the tenure of their contract. Preference shall be given to candidates based in Mumbai presently. The position is for the initial period of one year, and will be extended depending on performance.

Applications are to be emailed to [icallhelpline@gmail.com](mailto:icallhelpline@gmail.com) with a subject line 'Application for post of Communications Officer'. Last Date of Applications is 17th October 2020. Applications received later than the aforesaid date will not be entertained.

Process of Interview: The candidates will undergo a telephonic interview, upon clearing the same, only those who are selected will be contacted for a personal interview. Data of joining shall be agreed upon mutually.

For further enquiries contact

**Tanuja Babre**

Programme Coordinator

iCALL Psychosocial Helpline

Tata Institute of Social Sciences

**[contact.icall@tiss.edu](mailto:contact.icall@tiss.edu)**

Aparna Joshi

Assistant Professor and Project Leader

School of Human Ecology