



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

Date of Advertisement: 22.09.2020

Advertisement No: SIMHA -TISS/22.09.2020

Name of the posts: Programme Administrative Staff

No of posts: 1

Last Date of Application: 27.09.2020

Location: TISS, Mumbai. Candidates must be based out of Mumbai; outstation candidates will not be considered for the post.

Remuneration: Rs. 25,000/-

Duration: 1 year

Job profile:

- Compiling reports, documentation, preparing write-ups and updates
- Maintenance of files and records related to SIMHA activities
- Assist the other team members in work and coordination as required for smooth functioning of the programme
- Organizing meetings and maintaining minutes
- Data entry and organizing
- Liaison with external partners
- Managing SIMHA email and social media accounts
- Coordinating with Finance and Personnel sections
- Maintaining accounts of expenditures incurred
- Any other work as assigned by Supervisor(s).

Eligibility for desirous candidates

- Have completed a Bachelor's Degree in Psychology/Social work
- Possess good writing skills in English



- Have proficiency in the use of computers for the purpose of documentation, data analysis and use of virtual platforms for training
- Speak English and Hindi fluently

Please send in your application with a detailed CV and mention the name of the post (SIMHA_Programme Admin Staff) applied for in the subject line to - simha.tiss@gmail.com by **27th September 2020.**

- 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.
- The institution deserves the right to consider resumes which have not come through direct application.

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 provides guidance on developing sustainable whole-school mental health systems.

Project Director: Dr. Chetna Duggal

For enquiries, Contact - simha.tiss@gmail.com