

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

Date of Advertisement: 22.04.2021

Advertisement No: SIMHA -TISS/22.04.2021

Name of the posts: Project Coordinator

No of posts: 01 (Part-time)

Last Date of Application: 28.04.2021

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

Remuneration: Rs.35000/- per month

Duration: 03 ½ months

The Project coordinator will report directly to the Project Director and oversee daily activities of the team.

Job profile:

- Strategy development and planning for project implementation
- Monitoring project budget and tracking expenditures/transactions
- Overseeing the project's day to day activities
- Supervising the team of Research Officers and interns/volunteers working with the project
- Coordinating with the project team, consultants, faculty, and/or volunteers/interns engaged in implementation and administration of program objectives
- Overseeing all administrative tasks managed by the Program Administrative Staff
- Manage communications through media relations, social media etc.
- Networking, building and nurturing connections with organizations and other stakeholders for project outreach and partnerships
- Contributing to and supporting the team in research writing and resource development
- Planning and facilitating training programmes on-field/ online
- Maintaining comprehensive records of project plans, documentation and progress reports.

Eligibility for desirous candidates

- Have completed a Master's/Mphil degree in Psychology

- Have previous experience in working with schools/adolescent mental health and also with managing teams and/or leading programmes
- 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

Please send in your application with a detailed CV and mention the name of the post (SIMHA_Project Coordinator) applied for in the subject line to - simha.tiss@gmail.com by **28th April 2021**.

- 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