

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

Date of Advertisement: 23.04.2025

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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, 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 Programme Officer

Details of the post are as follows:

Name of the post: Programme Officer (full-time)

No. of posts: 01

Location: Mumbai (Job responsibilities include travel in Maharashtra)

Remuneration: Rs.45,000/- per month

Duration: 5 months

Starting Date: May 2025

The Programme Officer will report directly to the Programme Coordinator and will play a role in all programmatic activities of the project.

Job profile:

- Assisting in implementing program activities and administrative tasks
- Liaising with stakeholders in coordination with the Programme Coordinator for the smooth functioning of all initiatives.
- Developing programme material and resources
- Organising and conducting visits to school sites in Maharashtra
- Maintaining comprehensive records of the project work and writing detailed reports
- Developing curriculum for training and capacity building
- Any other work as assigned by Supervisor(s)

Eligibility for desirous candidates

- Have completed a Master's degree in Psychology or Social Work (Mental Health) with a minimum 1 year experience
- 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

Preference will be given to candidates with the following experience:

- Experience in working with schools/colleges/adolescent mental health initiatives
- Experience with research or field action projects
- Good academic writing skills in English

Note –

To apply, please send in your application with a detailed CV and mention the name of the post applied for in the subject line to simha.abf.tdd@gmail.com by **2nd May**.

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.abf.tdd@gmail.com/ mehar.makkar@tiss.ac.in