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TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed to be University under Section 3 of the UGC Act,1956)

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

Date of Advertisement: 17th July 2026

Advertisement No: SIMHA-TISS/Sampoorna/2026

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 currently recruiting for the following posts for a project:

- 1 Project Coordinator (full-time)
- 4 Program Officers (full-time)
- 1 Program Admin Staff (full-time)

Details for each post are given below:

Name of the post: Project Coordinator (full-time)

No of posts: 01

Location: TISS, Mumbai

Remuneration: Rs. 82,000/- per month

Duration: 01 Year (subject to extension based on funding)

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

Working days: 6 days a week

Responsibilities:

- Strategy development and planning for project implementation
- Overseeing the project's day-to-day activities, including on-field programmes
- Liaising with partners and collaborators
- Supervising the programme officers and coordinating all aspects of the project work
- Planning and facilitating all aspects of the programme, along with training programmes (both on-field and online)
- Assisting the team members in work and coordination as required for the smooth functioning of the project
- Organising meetings and maintaining minutes
- Managing SIMHA's email and social media accounts
- Overseeing all administrative tasks managed by the programme administrative staff
- Maintaining comprehensive records of project plans, monthly and quarterly reports and accounts of expenditures incurred
- Coordinating with the finance and personnel sections at TISS
- Any other work as assigned by the Project Director

Eligibility for desirable candidates

- Have completed a MA/MPhil/ PhD degree in Psychology
- Have 2 years of experience working with schools/adolescent mental health research/community initiatives or related fields
- Possess good writing and communication skills in English
- Have proficiency in the use of computers for documentation, data analysis and use of virtual platforms for training
- Candidates with previous experience in managing teams and/or leading programmes and with research writing and publication experience will be preferred

Name of the post: Programme Officer

No of posts: 04

Location: TISS, Mumbai

Remuneration: Rs. 50,000/- per month

Duration: 01 Year (subject to extension based on funding)

The programme officer will report directly to the project coordinator and plan and execute all programmatic activities of the project.

Responsibilities:

- Planning and implementing all program activities, including on- & off-field training programmes and administrative tasks in coordination with the project coordinator
- Facilitate training sessions
- Designing and reviewing all programme material and resources
- Document all programme activities, including programme plans, progress reports and accounts of expenditures incurred for each program
- Any other work as assigned by the project coordinator and project director

Eligibility for desirable candidates

- Have completed a Master's degree in Psychology
- Have 1 year of experience working with schools/adolescent mental health research/ community initiatives or related fields
- Possess good writing, communication and presentation skills in English
- Have proficiency in the use of computers for documentation, data analysis and use of virtual platforms for training

Name of the post: Program Administrative Staff

No of posts: 01

Location: TISS, Mumbai. Candidates must preferably be based in Navi Mumbai, Thane and Mumbai.

Remuneration: Rs.38,000/- per month

Duration: 01 Year (subject to extension based on funding)

The Program Administrative Staff will report directly to the Project Coordinator and plan and execute all programmatic activities of the project.

Responsibilities:

- Compiling and maintaining monthly and quarterly reports and regular documentation of all project activities
- Assist the other team members in work and coordination as required for the smooth functioning of the programme
- Scheduling meetings and maintaining minutes
- Managing administrative tasks, including attendance and leave requests in coordination with the Project Coordinator
- Coordinating with TISS Finance and Personnel sections
- Maintaining accounts of expenditures incurred on all activities of the project

- Coordinating with the funding agency for all grant utilisation records and account audits
- Any other work as assigned by the Project Coordinator/Project Director

Eligibility for desirable candidates

- Have completed a B.Com degree and have at least 02 years of experience in managing finance and accounts
- Candidates with previous experience in research/field action projects will be preferred
- Possess good writing and communication skills in English
- Have proficiency in the use of computers for documentation, data entry and data management
- Have relevant expertise in data entry, accounts management and documentation

Note –

All positions require travelling to the state of Jharkhand, and the candidates need to be open to travelling.

Please send in your application with a detailed CV and mention the name of the post applied for in the subject line to - simha.ps.22@gmail.com by **31st July 2026**.

- Late applications will not be entertained.
- Since applications received will be shortlisted, possessing the qualifications and experience will not ensure an interview call.
- Shortlisted 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.ps.22@gmail.com/ chetna.d@tiss.ac.in