



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

Date of Advertisement: 22.10.2025

Advertisement No: SIMHA-TISS/22.10.2025

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 Project Coordinator
- 2 Program Officers
- 1 Content expert on child and adolescent mental health

Details for each post are given below:

Name of the posts: Project Coordinator

No of posts: 01

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

Remuneration: Rs. 85,000/- per month

Duration: 01 year

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

Job profile:

- Strategy development and planning for project implementation



- Overseeing the project's day-to-day activities, including on-field consultation with stakeholders, support and oversight of formative reviews and desk reviews of existing programmes, module adaptation and tool development
- Liaising with partners and collaborators
- Supervising the Programme Officers and all aspects of the project work
- Planning and facilitating all aspects of the project, along with training programmes conducted on-field/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 email and social media accounts
- Overseeing all administrative tasks
- Maintaining comprehensive records of project plans, monthly and quarterly reports and accounts of expenditures incurred
- Coordinating with TISS Finance and Personnel sections
- Any other work as assigned by the Project Director

Eligibility for desirable candidates

- Have completed a Master's/MPhil degree in Psychology with at least 04 years of experience in research/field action projects
- Have previous experience in working with schools/adolescent mental health initiatives.
- Have previous experience 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

Name of the posts: Programme Officer

No of posts: 02

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

Remuneration: Rs. 52,000/- per month

Duration: 01 Year

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

Job profile:



- Planning and implementing all program activities, including on- & off-field consultations and training programmes, along with administrative tasks in coordination with the Project Coordinator
- Designing and reviewing all programme material and resources
- Document all programme activities, including programme design, desk reviews, module adaptation, programme implementation plans, progress reports and accounts of expenditures incurred for each programme
- Any other work as assigned by the Project Coordinator

Eligibility for desirable candidates

- Have completed a Master's degree in Psychology
- Have a minimum of 01 year of previous experience working with schools/adolescent mental health initiatives
- Candidates with previous experience in research/field action projects will be preferred
- 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
- Have relevant expertise in data entry, research analysis and writing

Name of the post: Content Development Expert (**Assignment-based**)

No of posts: 01

Location: NA

Remuneration: Rs. 70,000 (to be provided after completion of all deliverables and raising an invoice)

Duration: Within project period

The Content Development Expert will report directly to the Project Director. The position will be assignment-based with specific deliverables of creating training material and a manual within the stipulated time period as per needs of the project.

Job profile:

- Develop mental health training manual and modules for students across 3 grades
- Writing, editing and incorporating feedback to complete the developed material
- Any other work as assigned by the Project Director/Supervisor(s)

Eligibility for desirable candidates

- MPhil/PhD in Psychology
- Minimum 03 years of experience in research or programs.
- Preference will be given to those with an understanding of interventions for children and adolescents or school mental health
- Experience in research writing, manual development, and training content



development

Note: Please send in your application with a detailed CV and mention the name of the post applied for in the subject line to - simha.tiss.2022@gmail.com by **31st October 2025**.

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 that have not been submitted through a direct application.

Project Director: Dr Chetna Duggal

For enquiries, contact: simha.tiss.2022@gmail.com / chetna.d@tiss.ac.in