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

Date of Advertisement: 28th September 2022

Advertisement Number: SIMHA -TISS/28.09.2022

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 working towards the creation of sustainable and evidence-informed mental health friendly educational institutions. SIMHA supports schools through mental health advocacy, knowledge sharing, training of school leaders, teachers, counsellors, and students.

SIMHA is recruiting for the following posts:

- 1 Outreach and Partnerships Manager
- 1 Web and Graphic Designer

Name of the Post: Outreach and Partnerships Manager

Number of Posts: 01

Location: Tata Institute of Social Sciences, Mumbai. Candidates must be preferably based out of Navi Mumbai, Thane or Mumbai.

Remuneration: INR 60,000 per month

Duration: October 15, 2022-March 31, 2024

The Outreach and Partnerships Manager will report to the Project Manager and will-
　　a) lead all communications and stakeholder engagement,
　　b) explore and lead opportunities for scaling up of the project, including funding, and
　　c) lead social media activities and campaigns to promote the project

Job Profile:

- Assisting in strategy development and planning for project implementation
- Liaising with agencies of the Government of India, private/public organisations and NGOs
- Developing and implementing an outreach engagement strategy, including researching and identifying potential collaborators and generating interest
- Communicating with and maintaining relationships with existing partners
- Designing proposal decks and pitches for partnerships and collaborations
- Writing proposals for funding opportunities, collaborations, awards and any other relevant outreach and promotional activities for the project

- Managing a network of stakeholders, including (but not restricted to) donors, experts, and potential partners, among others
- Documenting all outreach activities
- Managing social media accounts and promotional campaigns for the project
- Any other work assigned by the Supervisor(s)

Eligibility for Desirous Candidates:

- Have completed a Master's degree in Psychology with at least 02 years of experience in the field
- Candidates with previous experience in partner management or a managerial role or networking in the development sector will be preferred
- Strong research and academic writing skills, including previous experience of writing proposals and applying for grants and publications
- Have previous experience in working with education and/or adolescent mental health initiatives
- Possess strong organisation skills, strategic and critical thinking skills and attention to detail
- Excellent communication, interpersonal and presentation skills in English
- Have proficiency in the use of computers for the purposes of documentation, proposals and presentation designing

Name of the Post: Web and Graphics Designer

Number of Posts: 01

Location: Tata Institute of Social Sciences, Mumbai. Part-time and remote work options may be considered for candidates with suitable background and experience.

Remuneration: INR 35,000 per month

Duration: October 15, 2022-March 31, 2024

The Web and Graphics Designer will report to the Project Manager and will design all creative and project materials.

Job Profile:

- Designing user-friendly material for all programs including training resources
- Designing all Information, Education and Communications (IEC) resources
- Creating graphics including illustrations for training programs
- Designing all materials for print and digital collateral for marketing and branding
- Contributing to social media strategy development
- Designing and uploading/running all social media posts and campaigns in coordination with the project team
- Any other work assigned by the Supervisor(s)

Eligibility for Desirous Candidates:

- Have completed a Bachelor's degree in graphic arts, design, communication, or related field
- Candidates with previous experience in research/field action projects/development sector will be preferred
- Knowledge of layouts, graphic fundamentals, colour schemes, typography, print, and the web
- Knowledge of Adobe Photoshop, Illustrator, Sketch, InDesign, and other graphic design software
- Familiarity with HTML and CSS preferred
- Have good organisation skills, time management skills, and excellent eye for detail
- Possess good writing and communication skills in English

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 **7th October 2022.**

Late applications will not be entertained.

- Since applications received will be shortlisted, possessing the qualifications and experience listed will not ensure an interview call.
- Shortlisted candidates will be interviewed 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.tiss.2022@gmail.com