

**Vacancy for the post of Programme Officer at iCALL Psychosocial Helpline, TISS**

<b>Name of Post</b>	Programme Officer
<b>Advertisement number</b>	4icall/9/2019/2
<b>No of Posts</b>	01
<b>Last date of Application</b>	30/09/2019
<b>Remuneration</b>	4,20,000 -4,56,000 Per annum
<b>Office Contact</b>	Tel: 022-25525599

About TISS: The Tata Institute of Social Sciences (TISS) was established in 1936 and is a deemed university fully funded by the University Grants Commission, Government of India. TISS offers over 50 Master's Degree programmes from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. Masters' programmes are offered in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Health, Management, Labor Studies and Habitat Studies. TISS is a research university with M. Phil. and Ph. D. programme and basic and applied research in a range of areas. A high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute facilitating strong linkages between education, research, field action and Dissemination. The Institute provides significant space and resources for basic and policy research; and has research collaboration with some of the best universities and institutions across all continents. TISS offers a very challenging but fulfilling academic environment and opportunity to scholars committed to creating a just society through education, generation of knowledge and field action, and invites interested scholars in Social Sciences and allied disciplines located within and outside India to apply for faculty positions in its schools and centres.

About iCALL Psychosocial Helpline: iCALL Psychosocial Helpline; a field action project of the School of Human Ecology at the Tata Institute of Social Sciences Mumbai, provides counselling, support, information and referral to individuals in emotional and psychological distress, over the telephone, email and chat. The helpline currently runs six days a week, from Monday to Saturday, from 8 AM to 10 PM. Apart from service provision, iCALL engages in various research, capacity building and outreach efforts independently and in partnership with State Governments and NGOs across the country. iCALL is looking to expand its team to meet its growing requirements

### **Job profile – Programme Officer**

The candidate shall report directly to the Programme Coordinator & Project Director of iCALL, and shall assist with the following:

- Assisting the Programme Coordinator in leading a team of counsellors
- Providing counselling over calls and emails
- Training and supervision of counsellors at iCALL
- Writing reports, newsletters research papers and coordinating with partner agencies
- Designing and delivering training modules conducting workshops, and assisting in publicity efforts
- Cultivating relevant partnerships for iCALL
- Developing and Assisting in strategic planning

### **Desirous candidates should:**

- Possess a full-time Master's Degree in Counselling or Clinical Psychology (MA/Msc) from a recognized and reputed University
- Have at least three to five years of counselling experience. Experience of leading a team/ supervising mental health professionals of one year would be an added advantage
- Speak English and Hindi and at least one regional Indian language fluently

- Possess excellent academic writing skills in English and research skills
- Have sound knowledge of therapeutic process skills and psychotherapy
- Be skilled in public speaking
- Be willing to work in flexible hours and to travel within Mumbai and to different parts of the country to conduct outreach, training, and workshops on a regular basis.

Preference shall be given to candidates based in Mumbai. Candidates not having an academic background in Counselling or Clinical Psychology need not apply. The position is for the initial period of two years, and will be extended depending on performance. Please note that this is a full-time position. Salary shall commensurate with candidate skills and experience

Desirous candidates may send their résumé to [icallhelpline@gmail.com](mailto:icallhelpline@gmail.com) **before 30<sup>th</sup> September 2019** with a subject line **Application for the post of 'Programme Officer'**. Late applications shall not be entertained. Mention the name of the position you are applying for in the subject line. Shortlisted candidates will be called for an interview at TISS. **The selected candidate would be required to join within a Month of Selection.**

For enquiries, contact;

**Tanuja Babre**

Programme Coordinator

iCALL Psychosocial Helpline

Tata Institute of Social Sciences

**Tel: 022-25525599**

**Project Leader**