

**Post of Training Officer**

<b>Name of Post</b>	Training Officer
<b>Advertisement number</b>	4icall/11/2021/12
<b>No of Posts</b>	01
<b>Last date of Application</b>	06/12/2021
<b>Remuneration</b>	35000 – 40,000 Per month
<b>Duration</b>	12 months

**Job Profile:**

The candidate shall report directly to the Project Leader, Programme Associates and Programme Officers at iCALL, and shall be responsible for the following:

- Understanding the training requirements at iCALL
- Planning, coordinating with internal and external stakeholders
- Development of the curriculum and training modules as per the requirements
- Developing program plans and concept notes for webinars focusing on psychosocial and mental health support
- Managing logistics for carrying out online as well as offline trainings and workshops
- Developing content (IEC material, self-help toolkits, scripts) on mental health and psychosocial support
- Writing reports on the project activities
- Deliver workshops and trainings as required
- Coordinating and managing the project's admin paperwork with iCALL & TISS administration
- Developing and assisting in strategic planning

**Desirous candidates should:**

- Possess a full-time Master's Degree in Psychology, social work or allied sciences from a UGC recognized University
- Should have experience of minimum 2-3 years of working with community or mental health
- Should speak English and Hindi fluently.
- Be skilled in providing capacity building trainings online
- Be willing to work in flexible hours

Desirous candidates may send their résumé to [icallhelpline@gmail.com](mailto:icallhelpline@gmail.com) **before 06/12/2021** with a subject line **Application for the post of (specify the post) – December 2021.** Please mention the name of the position you are applying for in the subject line. Late applications shall not be entertained. Shortlisted candidates will be called for online interview.

For enquiries, contact;

**Madhuri Tambe & Prerna Yadav**

Programme Associates

iCALL Psychosocial Helpline

Tata Institute of Social Sciences

**Project Leader**