

No	Name of the post	No of vacancies	Duration of the employment	Remuneration
	Programme Officer for Children and Adolescent Centric Project	1	10 Months	Rs.50,000-Rs.55,000 per Month

POST OF PROGRAMME OFFICER - PROJECT FOR CHILDREN AND ADOLESCENTS CENTRIC PROJECT

Job Profile:

The candidate shall report directly to the Programme Associate and the Programme Officers at iCALL, and shall be responsible for the following

- Overseeing day-to-day operations of the helpline; the inflow of calls, assisting the team for any technical support
- Offering supervision to a team of counselors
- Organizing and attending debriefs regularly
- Assisting with training and handholding of counselors when required
- Mapping training needs of counselors
- Mapping the progress of team members and assigning responsibilities within the team
- Assisting in the recruitment process when required
- Planning, coordinating with stakeholders, and implementing various deliverables under the project
- Working with the TISS Admin and HR for paperwork, joining formalities, transfer of payments and funds
- Working on reports, IECs and other deliverables requested under the project

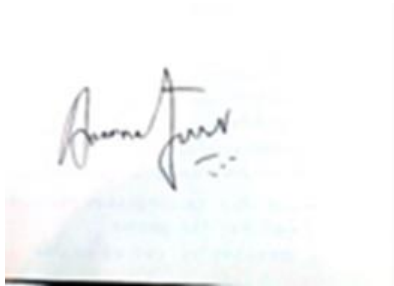
Desirous candidates should:

- Possess a full-time Master's Degree in Psychology from a UGC-recognized University
- Have at least 2 years of counseling experience and about 1 year of experience working in a supervisory role
- Possess good communication skills in English and Hindi and at least one more regional language
- Possess excellent academic and research writing skills in English
- Be willing to work in flexible hours
- Be able to commit for a year. The current timeline is 2 months; however, the project may continue to extend until December 2024.

Interested candidates may send their resume to icallhelpline@gmail.com with the subject line **“Application for the post of _____”**. The last date of application is **12th February 2024**. Late applications shall not be entertained. Only shortlisted candidates will be called for an interview.

For enquiries, contact;

icallhelpline@gmail.com



**Programme Director and Assistant Professor
iCALL Psychosocial Helpline
Tata Institute of Social Science**