

## **Advertisement for the posts of Project Assistant and Programme Officer for iCALL Psychosocial Help Line**

### **About iCALL Psychosocial Helpline:**

iCALL is a Field Action Project of the School of Human Ecology, Tata Institute of Social sciences. iCALL was established in September, 2012 with an objective of providing accessible, affordable and quality counseling services to individuals in distress; particularly those who belong to the marginalised communities. iCALL is a national level telephonic, email and chat-based facility which offers free counselling services to individuals in distress across the lifespan. iCALL also receives calls from individuals residing outside India. The service is run by trained professionals who provide information, emotional support, therapeutic services and referral linkages in 10 different regional languages for individuals across the lifespan, in distress. The service is free, confidential and anonymous. iCALL believes that distress is psycho-social in nature and needs to be contextualised in people's lives. iCALL adopts a strengths-based approach to its work. iCALL provides psycho-social counseling for over 20+ themes. These themes include concerns such as emotional distress, relationship conflicts, academic concerns, mental health diagnosis, domestic violence, sexuality, suicide, self-harm.

Apart from providing psycho-social counseling services, iCALL also engages in other activities such as research, curriculum development for and capacity enhancement of mental health and helping professionals, providing consultancy to state government, NGOS and International organisations such as UNFPA, UNICEF and Facebook, and outreach and awareness creation on mental health and allied issues.

### **About the Project and it's requirements:**

iCALL in partnership with United Nations Development Programme (UNDP) is looking at launching interventions for addressing psychosocial issues faced by vulnerable populations due to the COVID 19 pandemic in 13 Indian States. The project involves training and capacity building of district level staff and frontline workers, functionalisation of a counselling helpline for vulnerable populations. iCALL is inviting applications for the following positions for this project:

## 1. Vacancy for the post of Programme Officer

<b>Name of Post</b>	Programme Officer
<b>Advertisement number</b>	10/2020/4
<b>No of Posts</b>	1
<b>Last date of Application</b>	17/11/2020
<b>Date of Project Commencement</b>	1/12/2020
<b>Remuneration</b>	Rs. 30000 per month
<b>Project Leader</b>	Dr. Aparna Joshi
<b>Duration</b>	Upto 31 <sup>st</sup> March

### **Job Profile- Programme Officer (1 Post) :**

The candidate shall report directly to the Programme Officer and the Programme Coordinator for the project at iCALL, and shall be responsible for the following

- Planning, coordinating with various stakeholders and implementation of the various deliverables under the project
- Monitoring and assisting the team of Programme Assistants
- Developing and Assisting in strategic planning
- Overseeing overall operations of the project
- Develop training programmes for community workers on topics like gender based violence, appropriate behaviours around COVID 19, discrimination and stigma.

### **Desirous Candidates Must:**

- Possess a Master's Degree in Counselling or Clinical Psychology from a UGC recognised university
- Have relevant counselling experience and research and working in leadership
- Have sound knowledge of therapeutic process skills and psychotherapy
- Speak English, Hindi and **at least one regional language** fluently and possess good writing skills in English
- Be willing to work for the duration of 4 months

The position is for the period of 4 months. Applications are to be emailed to [icallhelpline@gmail.com](mailto:icallhelpline@gmail.com). **Last Date of Applications is 17<sup>th</sup> November, 2020** with the subject line Application for the Post of 'Programme Officer - UNDP Project', and the advertisement number indicated in the box above. Preference shall be given to candidates based in Mumbai. Candidates not having an academic background in

Counselling, Clinical Psychology, need not apply. The position is for the period of 4 months. Please note that this is a full time position

Process of Interview: The candidates will undergo a telephonic interview, upon clearing the same, only those who are selected will be contacted for a virtual personal interview. Data of joining shall be agreed upon mutually.

## **2. Vacancy for the post of Programme Assistant**

<b>Name of Post</b>	Programme Assistant
<b>Advertisement number</b>	10/2020/4
<b>No of Posts</b>	2
<b>Last date of Application</b>	17/11/2020
<b>Date of Project Commencement</b>	1/12/2020
<b>Remuneration</b>	Rs. 25000 per month
<b>Project Leader</b>	Dr. Aparna Joshi
<b>Duration</b>	Upto 31 <sup>st</sup> March 2020

### **Job profile - Programme Assistant (2 Posts)**

The candidate shall report directly to the Programme Officer for the project at iCALL, and shall assist with the following:

- Conducting review of literature
- Constructing the quantitative and qualitative tools and formats for undertaking data collection
- Transcribing and documenting the data
- Analyzing the data
- Help in designing the content of a training curriculum on topics related to counselling, namely, gender based violence, COVID appropriate behaviours, discrimination and stigma as well as helping with conduction of the training
- Writing reports for periodic evaluation of the project
- Helping with the dissemination of the findings of the project Developing promotional material for the helpline such as posters
- Dissemination of promotion materials to reach out to health and psycho-social workers

**Desirous candidates must:**

- Have a post- graduate degree in psychology (counseling/clinical specialisation) from a UGC recognized university
- Have experience of working in the area of mental health
- Have at least 2 years experience as a researcher working with primary data
- Be extremely fluent with reading and writing in Hindi as well as English
- Possess academic writing skills
  
- Be willing to work for a duration of 4 months

Preference shall be given to candidates based in Mumbai. Candidates not having an academic background in Counselling, Clinical Psychology, need not apply. The position is for the period of 4 months. Applications are to be emailed to [icallhelpline@gmail.com](mailto:icallhelpline@gmail.com) with the subject line Application for the 'Post of Programme Assistant -UNDP Project' and the advertisement number mentioned in the tables above. Last Date of Applications is 17<sup>th</sup> November, 2020. Please note that this is a full time position.

For enquiries, contact;

**Tanuja Babre**

Programme Coordinator

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Tata Institute of Social Sciences

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Dr. Aparna Joshi

Project Director and Assistant Professor

iCALL Psychosocial Helpline

Tata Institute of Social Sciences