

**Advertisement for the posts of Programme Officer, Research Assistant and Employee for Helpline Work at iCALL Psychosocial Help Line**

**Date of Advertisement: 5<sup>th</sup> May 2020**

**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 Population Fund (UNFPA) is engaged in an initiative to build capacities of counselors and social workers at One Stop Crisis Centers and other counselors in different settings working with women survivors across the lifespan. iCALL is inviting applications for the following 3 posts for this project:

### 1. Vacancy for the post of Programme Officer (Part Time)

<b>Name of Post</b>	Programme Officer (Part-Time)
<b>Advertisement number</b>	05/2020/567
<b>No of Posts</b>	1
<b>Last date of Application</b>	09/05/2020
<b>Date of Project Commencement</b>	13/05/2020
<b>Remuneration</b>	Rs. 20000 per month
<b>Project Leader</b>	Dr. Aparna Joshi

#### **Job profile - Programme Officer (1 Post)**

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

- Implementation, coordination and implementation of the various deliverables under the project
- Developing training materials required for the project
- Managing administrative processes within TISS for implementation of the project
- 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, Clinical Psychology or Social Work (MA/Msc) from a UGC recognized University
- Should have worked with issues of violence against women in the capacity of a counselor/trainer/content developer
- Three years of work experience of direct interventions in the above mentioned fields
- Speak English and Hindi and at least one regional Indian language fluently
- Possess excellent academic and research writing skills in English
- Be skilled in training counsellors or other helping professionals
- Be willing to work in flexible hours

Preference shall be given to candidates based in Mumbai. Candidates not having an academic background in Counselling, Clinical Psychology or Social Work need not apply. The position is for the period of 6 months. Please note that this is a part-time position.

## **2. Vacancy for the post of Research Assistant (Part Time)**

<b>Name of Post</b>	Research Assistant (Part-Time)
<b>Advertisement number</b>	05/2020/566
<b>No of Posts</b>	1
<b>Last date of Application</b>	09/05/2020
<b>Date of Project Commencement</b>	13/05/2020
<b>Remuneration</b>	Rs.20000 rupees per month
<b>Project Leader</b>	Dr. Aparna Joshi
<b>Duration</b>	6 months

### **Job profile - Research Assistant (1 Post)**

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
- Collecting primary data
- Transcribing and documenting the data
- Analyzing the data
- Help in designing the content of a training curriculum as well as helping with conduction of the training
- Writing reports for periodic evaluation of the project
- Writing the research reports for the project to be submitted to the UNFPA
- Helping with the dissemination of the findings of the project

### **Desirous candidates should:**

- Possess a full-time Master's Degree in Counselling, Clinical Psychology or Social Work (MA/Msc) from a UGC recognized University

- Should have worked with issues of violence against women in the capacity of a counselor/trainer/content developer/researcher
- Prior research experience of at least two years (data collection, analysis)
- Speak English and Hindi and at least one regional Indian language fluently
- Possess excellent academic and research and writing skills in English
- Be willing to work in flexible hours

Preference shall be given to candidates based in Mumbai. Candidates not having an academic background in Counselling, Clinical Psychology, Social Work or Public Health need not apply. The position is for the period of 6 months. Please note that this is a part-time position.

**3. Vacancy for the post of Part-Time Employee for Helpline Work at iCALL Psychosocial Helpline, TISS**

<b>Name of Post</b>	Part-Time Employee for Helpline Work
<b>Advertisement number</b>	05/2020/565
<b>No of Posts</b>	1
<b>Last date of Application</b>	09/05/2020
<b>Date of Project Commencement</b>	13/05/2020
<b>Remuneration</b>	Rs. 20000 per month
<b>Project Leader</b>	Dr. Aparna Joshi
<b>Duration</b>	1.5 months

**Job profile - Part- Time Employee for Helpline Work (1 Post)**

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

- Collate a list of helplines and other resources addressing the issues of gender-based violence and create a repository of resources
- Verification of helpline data based on outlined criteria
- Writing reports for this activity
- Helping with the organization of a dissemination of the findings of the project

**Desirous candidates must:**

- Have a post-graduate degree in psychology/ social work/ public health (MSW/ M.A/ M.Sc)/ from a recognized university

- Have experience of working in the area of mental health and violence counseling
- Have at least two years worth of experience in the field of mental health
- Be extremely fluent with reading and writing in Hindi as well as English

Preference shall be given to candidates based in Mumbai. Candidates not having an academic background in Counselling, Clinical Psychology, Social Work or Public Health need not apply. The position is for the period of 1 and a half months. Please note that this is a part-time position.

Desirous candidates may send their resumé to **[icallhelpline@gmail.com](mailto:icallhelpline@gmail.com)** on or before **9th May 2020** with a subject line Application for the post of 'Programme Associate'/'Research Assistant'/'Helpline Assistant' (whichever is applicable), and the advertisement number as mentioned in tables above. Late applications shall not be entertained. Only shortlisted candidates will be called for an interview.

For enquiries, contact;

**Tanuja Babre**

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Tata Institute of Social Sciences

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**Ayesha Sharma**

Senior Research Officer

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**Project Leader**