



ARG
Addictions and related-
Research Group

Job Title- Project Secretary, PRESENCE Project

Job Location- District Bhind, Gwalior & Morena in Madhya Pradesh, India

Sangath is a non-governmental, not-for-profit organisation headquartered in Goa, with hubs in New Delhi, Bhopal and Pune. Sangath is celebrating its 27th Year and has experience conducting high quality community-based research in child development, adolescent and youth health, adult mental health, ageing and chronic diseases and addictions as well as in health equality. Sangath has won the prestigious MacArthur Foundation International Prize for Creative and Effective Institutions (2008), the WHO Public Health Champion Award (2016). and was recognized as India's 4th leading public health research institute by Research Councils UK (2015).

The **Addictions and related-Research Group** based in Sangath is focused on building evidence for affordable and effective interventions for substance-use related disorders, to ultimately inform scale up through sustainable health systems. As a result of our success in designing effective and low-cost models of care for people with alcohol use disorders, Sangath has been able to contribute to improving the quality of addiction related care, not just in Goa, but in other parts of the country, and globally.

The Addictions and related-Research Group at Sangath, Goa is inviting application for

1 Project Secretary -Madhya Pradesh for its **PRESENCE project**.

About the project

The PRESENCE program (Protection, pRomotion, and prEvention of mental health amongSt youth through Early iNtervention and Capacity Enhancement) is focused on strengthening the mental health and resilience of adolescents.

By working with schools across Districts Bhind, Gwalior & Morena in Madhya Pradesh, the project will collaborate with multiple stakeholders to implement a universal resilience-building intervention, equipping students with the ability to face adversities in their lives and cope during difficult situations. The program also includes a sports-based initiative to teach life skills and prevent substance abuse, combining physical activity with mental health education to promote holistic well-being.

In addition to these interventions, PRESENCE provides a mental health promotion program through workshops designed for a students and school's eco-system. These workshops aim to raise awareness about mental health and suicide prevention by building capacity within school communities and fostering a supportive environment for youth. Through this approach, PRESENCE seeks to prevent mental health adversity and promote long-term wellness among adolescents.



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Job Profile:

- Preparing monthly financial statements of projects.
- Updating asset registers.
- Managing the filing system of project documents/office registers.
- Organizing logistics for local travel, workshop, meetings and training courses, out station travel and accommodation.
- Assisting with any other administrative tasks such as collation of materials for newsletters, designing of brochures, obtaining quotations, verifying infrastructure needs.
- Maintaining project staff leave records.
- Maintaining of stationery and communication requirements.
- Setting up project meetings and recording minutes.
- Assisting in the recruitment processes of the group.
- Handling the processing of payments.
- Any other duties as per Sangath's and the Addictions Research Group's requirements.
- Reporting to the Project Coordinators' on a regular basis.
- Coordinating and working across projects.

Essential criteria:

- Graduate degree in Commerce or any other related discipline
- Good interpersonal skills, problem solving skills, effective verbal and written communication skills (English and local languages) and organizational skills.
- At least 1-year experience in secretarial duties
- Good computing skills (Knowledge of Tally & MS office)

Desirable requirements:

- Experience in managing projects/staff (at least 2 years)

How to Apply:

Interested candidates must fill this "[Link](https://forms.gle/XpGmA2ygP5VkAirD9)" (https://forms.gle/XpGmA2ygP5VkAirD9) to apply for this post latest by **30th September 2024, 5pm IST.**

Incomplete applications will not be considered.

For more details, please go through the website www.sangath.in or write to argcareers@sangath.in

Sangath is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender, gender identity, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with a disability