



HEALING MINDS. INSPIRING LIVES

☎ +91-95525 30557

✉ contactus@sangath.in

🌐 www.sangath.in

AN EXCITING OPPORTUNITY IN AUTISM RESEARCH PROGRAMME

Position Overview

Role: Programme Officer – Digitization & Documentation

Number of Position: 01 (One)

Project: NAMASTE

Location: Delhi, India

Reports to: Senior Programme Coordinator

Time: Full time (5 days a week)

Remuneration: 3.36 – 4.80 LPA (All staff benefits including EPF, health insurance and gratuity will be additional as per organizational policy)

Grade: E1 – Senior Officer

About Sangath

Sangath (www.sangath.in) is one of India's leading mental health research non-profit organisation. It was founded in 1996 with its headquarters in Goa; major hubs in Delhi and Bhopal, and programme sites in many parts of the country. Sangath's mission and expertise lies in developing and evaluating mental health interventions to be delivered through existing public systems. Its major thematic areas are: Child development and disability; adolescent health; mental disorders; and ageing. Sangath was awarded the prestigious MacArthur Foundation International Prize for Creative and Effective Institutions in 2008 and the WHO Public Health Champions Award for India in 2016. It has completed a number of randomized controlled trials for mental disorders in India, including the only two autism trials in the country.

About the Project

Neurodevelopment and Autism in South Asia Treatment and Evidence (NAMASTE) is an exciting new program which will be implemented by Sangath, an Indian not-for-profit working in the field of public health research for over 25 years. NAMASTE will aim to design and implement a flexible evidenced pathway towards universal health coverage for children with Autism, through a programme of research, training and capacity building across India, Sri Lanka and Nepal.

NAMASTE is the result of a 10-years collaboration, Sangath, and the University of Manchester that have carefully adapted the 'Parent-mediated Autism Social Communication Intervention for non-Specialists Plus (PASS Plus)', which has shown real-world effectiveness in two initial randomised trials, with large-scale evaluation now within the New Delhi health system. NAMASTE will leverage Sangath's extensive experience with digital training and supervision, which can support both health workers and researchers. NAMASTE will also be collaborating with the World Health Organisation's 'Caregiver Skills Training' (CST) for more general neuro-disability. Care pathway components will include a novel, flexibly staged, digitally enabled, detection protocol (for neurodevelopmental difficulties and autism); combined with a complimentary and evidenced intervention protocol consisting of CST training for general delays and the PASS Plus intervention for autism. In each region and at each stage, community partners and co-applicants will help co-design awareness materials and advise on tool and protocol development.

Registered Office Address

Headquarters: 451 (168), Bhatkar Waddo, Socorro, Porvorim, Bardez, Goa – 403501, India



HEALING MINDS. INSPIRING LIVES

☎ +91-95525 30557

✉ contactus@sangath.in

🌐 www.sangath.in

About the Role

Sangath is seeking a **Programme Officer – Digitization & Documentation** to support the digitization of the PASS Plus intervention for families of children with neurodevelopmental disorders, delivered by non-specialist providers. The role also involves supporting the Programme Coordinator in the development, review, and quality-checking of all intervention and research documentation in English and Hindi. The digitized materials will include animated videos with voiceovers and narration, designed to be simple, engaging, and comprehensive, ensuring learners can effectively understand and deliver the PASS Plus intervention.

The ideal candidate will be expected to:

Roles & Responsibilities

Digitization and Intervention Delivery

- Assist in developing digital training content for non-specialist providers, coordinating with videographers, editors, and graphic designers to ensure high-quality outputs.
- Organize and support video shoots and feedback meetings with external collaborators for digital training materials.
- Undertake necessary field travel to support video production and upload content to the Learning Management System (LMS).
- Propose creative approaches and visual styles for scripts aligned with project goals.
- Check video alignment with scripts and shot divisions (approx. 120 videos, 2–3 minutes each).
- Coordinate with animators and illustrators to design graphics embedded in videos.
- Ensure content adheres to accessibility standards (contrast, readability, captioning).

Documentation

- Assist in drafting, translation, and quality-checking of intervention materials in Hindi and English.
- Document detailed feedback for the videography team and maintain notes for the LMS.
- Track timelines and deliverables to ensure timely completion of digitization tasks.

Programme Implementation and Collaboration

- Establish and maintain effective communication and working relationships with external stakeholders, including local service providers, health professionals, and collaborators.
- Undertake any additional tasks assigned by the senior programme management team within CDG group projects.
- Participate actively in all Sangath activities, particularly those organized by the Child Development Group (CDG).

Registered Office Address

Headquarters: 451 (168), Bhatkar Waddo, Socorro, Porvorim, Bardez, Goa – 403501, India



HEALING MINDS. INSPIRING LIVES

☎ +91-95525 30557

✉ contactus@sangath.in

🌐 www.sangath.in

Qualifications & Experience

Essential:

- Master's or Bachelor's degree in Media Studies or a related field.
- At least 6 months of relevant experience in digital content creation or related work.
- Experience with digital mental health technologies and digital content creation.
- Fluency in English and Hindi (oral and written).
- Demonstrated experience in documentation, including reports, feedback, and related materials.
- Proficient in digital tools (mobile phones, laptops, audio/video recorders).
- Proficient in MS Office (especially Excel), internet, Outlook, and email.
- Excellent interpersonal and organizational skills.

Desirable:

- Experience and knowledge in mental health research.
- Willingness to travel to field sites within the city.
- Experience in creating digital learning courses.

How to Apply

Interested candidates should complete the online **Job Application Form** no later than **5:30 PM on November 20th, 2025**. Only shortlisted candidates will be contacted for the next stage of the selection process.

Online Application Form: <https://forms.gle/hrARacB7qTu3rrkB6>

Please scan the QR Code:



Equal Opportunity

Sangath is an equal-opportunity employer committed to building a diverse and inclusive team. We value all employees, regardless of gender, caste, religion, disability, or sexual orientation, and encourage applicants from all backgrounds to apply. For this position, we strongly encourage applications from people with disabilities, and these applications will be prioritized given the participatory nature of the project.

Registered Office Address

Headquarters: 451 (168), Bhatkar Waddo, Socorro, Porvorim, Bardez, Goa – 403501, India