



HEALING MINDS. INSPIRING LIVES

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🌐 [www.sangath.in](http://www.sangath.in)

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## AN EXCITING OPPORTUNITY IN AUTISM RESEARCH PROGRAMME

### **Position Overview**

**Role:** Admin Officer

**Number of Position:** 01

**Project:** COMPASS Longitudinal Follow-Up

**Location:** East Delhi, India

**Reports to:** Senior Manager – HR & Admin

**Time:** Full time (5 days a week)

**Remuneration:** 4.80 – 5.40 LPA (All staff benefits including EPF, health insurance and gratuity will be additional as per organizational policy)

**Grade:** E2 – Senior Officer

**Application Deadline:** 20 November 2025

### **About Sangath**

Sangath ([www.sangath.in](http://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**

**COMPASS Longitudinal Follow-Up** aims to understand the long-term impact of a parent-mediated intervention for children with autism in India. Building on the original COMPASS trial South Asia's largest autism study the follow-up will track children and families over time to assess lasting changes in autism symptoms, communication, and quality of life. The intervention, known as PASS Plus, was delivered by non-specialist government workers and focused on empowering parents to support their child's development at home. This phase will also evaluate the cost-effectiveness of the intervention, generating vital evidence for scalable, community-based autism care in low-resource settings.

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### **Registered Office Address**

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



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## **About the Role**

Sangath is looking to hire an **Admin Officer** for the **COMPASS Longitudinal Follow-Up project**. The Admin Officer will handle daily administrative operations, basic financial tasks, logistical arrangements, and team coordination to ensure smooth functioning of the project office in East Delhi. This role is key to maintaining transparent financial practices, supporting project activities, and ensuring effective coordination with both internal teams and external partners.

## **Roles & Responsibilities**

### **1. Administrative Support**

- Supervise housekeeping and security staff, and coordinate office maintenance work.
- Assist in recruitment processes by collecting CVs, preparing interviewer rating sheets, and scheduling interviews.
- Maintain and update the project's asset register regularly.
- Assist in designing brochures, collecting content for newsletters, and obtaining quotations when needed.
- Manage printing, photocopying, and reprint requirements for project materials.
- Prepare expense statements and process reimbursements (local travel, per diem, etc.) for project staff.
- Schedule meetings and appointments with government offices and project stakeholders.

### **2. Financial Management**

- Handle petty cash, issue IOUs, and ensure timely and transparent settlements.
- Process and track vendor and stakeholder payments in a timely manner.
- Manage bank wire transfers and maintain proper documentation for all transactions.
- Enter financial data related to IOUs, reimbursements, and bank transactions accurately.

### **3. Documentation & Recordkeeping**

- Print, scan, file, and number vouchers following Tally or finance record standards.
- Maintain organized filing systems for all office and project-related documents.
- Regularly update APS records and assist in maintaining compliance documentation.
- Handle courier dispatches and postage requirements for the project.

### **4. Logistics & Operational Support**

- Arrange travel and accommodation for outstation staff and visitors.
- Coordinate logistics for meetings, workshops, and training sessions.
- Book office vehicles or arrange transport through external vendors as per project needs.
- Manage procurement and stock of office consumables, equipment, and stationery.
- Conduct regular stock checks and ensure smooth functioning of office utilities.

### **5. Other Responsibilities**

- Support in verifying infrastructure and office maintenance requirements.
- Undertake any additional tasks assigned by the Project Lead, as mutually agreed.

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## **Qualifications & Experience**

### **Essential Criteria**

- Minimum Graduate in any stream (preferably Commerce).
- Minimum **3–5 years of work experience** in the field of administration.
- Strong knowledge of basic accounting principles, petty cash handling, and reconciliation.
- Proficiency in MS Office (Excel, Word), internet applications, and Tally or other accounting software.
- Ability to **speak and understand basic English and Hindi**.
- Excellent organizational and multitasking skills.
- Honest, punctual, reliable, and able to work independently with minimal supervision.
- Strong commitment to professional ethics and confidentiality.
- Willingness to **commit to a minimum of 13 months** with the project.

### **Desirable Criteria**

- Master's degree in Commerce, Business Administration, or a related field.
- Prior experience of handling donor-funded projects or health research projects.
- Familiarity with procurement processes, vendor management, and compliance documentation.
- Experience in event logistics and travel coordination.
- Knowledge of filing systems and office inventory management.
- Based in or willing to relocate to East Delhi.

## **How to Apply**

Interested candidates are requested to submit their applications through the following link:

<https://forms.gle/XMQFoZJCGALMTniKA>

Alternatively, you may scan the **QR Code** below to access and complete the online application form.



## **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.

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