



Date: 5/12/2025

SAHARA Program

Position Title: Implementation & Documentation Officer

Project Name: SAHARA

Number of vacancies: One

Contract Duration: One year

Job Location: Multiple districts of Madhya Pradesh

About Sangath

Sangath is a leading non-profit organization dedicated to transforming healthcare by focusing on mental health and public health initiatives. Our mission is to empower communities through world-class research, innovative healthcare solutions, and compassion-driven services. We are proud to have recently been recognized with the prestigious "Great Place to Work" award, a testament to our commitment to fostering an inclusive and supportive work culture.

Our Values

At Sangath, our values form the cornerstone of everything we do. For nearly three decades, we have passionately upheld a belief in the power of empathy, teamwork, and respect for every individual we serve and work with. We are committed to excellence in delivering world-class research and mental health services, backed by professional rigor and cutting-edge technology.

Our drive for innovation keeps us forward-thinking, always learning and evolving to solve complex healthcare challenges. We take pride in our unwavering integrity, ensuring transparency, accountability, and ethical practices throughout our work. Finally, we hold performance as a key measure of success, continuously striving for impactful, sustainable solutions. These values have been the backbone of our organization, guiding us on a journey of creating lasting change in the communities we serve.

Benefits

We believe in taking care of our team as much as they care for our mission. Sangath offers a dynamic range of benefits that reflect our commitment to our employees' well-being and professional growth. These include Provident Fund (PF), ESIC, Gratuity, and comprehensive Medical Insurance, ensuring financial and health security. We offer flexible work timings to promote a healthy work-life balance, along with special leaves such as Menstrual Leave and Gender Affirmation Leave. Our progressive work-from-home policy is designed to give employees the flexibility they need in today's changing work environment. Joining Sangath means being part of an organization that truly values and supports its people.

About the project

The SAHARA program focuses on scaling up evidence based 'task sharing' interventions for perinatal mental health and early child development through delivery of comprehensive primary mental health care for first 1000 days of life. Sangath has successfully digitized Thinking Healthy Program- Peer (THPP) delivered; an evidence-based task sharing intervention for perinatal depression and developed Lalan Palan, a video-based parenting intervention for early child development.

We aim to scale these two interventions across 10 districts of Madhya Pradesh by digitally training community-based workers (ASHAs and Anganwadi workers) and provide them continuous supervision.

About the Role

The Implementation & Documentation Officer will play a key role in supporting program implementation and ensuring high-quality documentation across districts. The role involves close coordination with government departments, district teams, and internal stakeholders to facilitate smooth execution of project activities.

Registered Office Address

Headquarters: House no. 451 (168), Bhatkar Waddo, Socorro, Porvorim, Bardez, Goa – 403501

The officer will be responsible for compiling reports, documenting field activities through case studies and media, and strengthening communication between field teams and the central office. This position requires a detail-oriented individual with strong organizational, communication, and documentation skills, along with a willingness to travel for field visits.

Essential Candidate requirements

- Bachelor's degree in a relevant field (Social Work, Public Health, Development Studies, etc.)
- Minimum 3 years of experience in liaising with government departments (mandatory)
- Strong documentation and report-writing skills
- Good communication and coordination abilities
- Willingness to travel for field visits
- Proficiency in MS Office (Excel, Word, PowerPoint) along with working knowledge of Canva.
- Commitment of a minimum of 1 year

Job Responsibilities

- Liaising with Health and Women & Child Development (WCD) departments at state and district levels.
- Preparing monthly and quarterly reports for district-level activities.
- Gathering photos, videos, and media from district teams and compiling them into meaningful reports.
- Conducting field visits to document case studies, success stories, and testimonials.
- Supporting coordination and communication with district teams and stakeholders.
- Maintaining proper documentation and records of program activities.
- Any other tasks assigned by the Directors or Project Leads.

Remuneration and contractual duration

The salary for the above position is INR 40,000/- per month commensurate with work experience and applicable Sangath grade.

Initial appointment will be made for a period of 6 months which will be the probation period, and this will be extendable based on the performance of the candidate.

Last Date and address for applications

Please submit your CV with cover letter to sahara@sangath.in by 30th March 2026. **Interested candidates are encouraged to apply early as this will be a rolling recruitment.**

Short-listed candidates will be invited for an online/in-person interview. Full applications must include a detailed CV along with a support letter from two of your referees

**Incomplete applications will not be considered.*

Sangath is an equal opportunity employer. All qualified applicants will receive consideration for

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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.

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