

Title	: Administrative Officer
Project Name	: Youth Lived Experience And Research Network (Youth-LEARN)
Number of Vacancy	: 01
Contract Duration	: 2 Year 4 months (Note: Performance will be reviewed at the end of each year and the appointment for the subsequent year will be renewed based on satisfactory performance. The position is co-terminus with the project. There will be an initial probation period of 6 months)
Job Location	: Bhopal, Madhya Pradesh (Permission may be granted for the person to be based out of remote location as a reasonable accommodation)
Applications due by	: 26th October 2025, 11:59 pm
Reporting to	: Associate Director
Time	: Full-time (5 days a week)
Joining	: October/November 2025

For this position applicants from people with lived experience of mental health problems and/or neurodivergence, LGBTQIA+, disability communities will be prioritised.

About the Project:

The Youth Lived Experience And Research Network (Youth-LEARN) seeks to establish a national platform fostering equitable partnerships between mental health researchers and youth with lived experience of mental health needs and neurodivergence. Using participatory co-design, the project will engage youth and researchers to shape the network, create a digital training course for researchers, and develop a year-long fellowship enabling youth to contribute to mental health research across India. Additional opportunities for leadership, mentoring, and collaboration will support sustainability. The project will conclude with a solidarity summit to launch Youth-LEARN and share insights, aiming for long-term youth inclusion in research.

Overview of role:

This role, based out of the Bhopal hub, will be a person handling administrative, HR and financial activities in the YouthLEARN project as well as other projects in the iHEAR team at Sangath Bhopal. The broad objective of this role will be to oversee day-to-day project management and financial tasks; manage procurement vendors and project payments; prepare and manage project management documents; schedule and manage meetings and workshops; and support project staff. The role will liaise with all programme personnel to ensure smooth functioning of the programme.

Key responsibilities:

1. Admin and HR related
 - a. Coordinating and supporting communication between project teams and the central admin/accounts team as necessary.
 - b. Oversee the day-to-day administrative needs including activities related to office set up, field work requirements, public engagement events, procurement of assets, and travel for a team of ~5 to 10 core staff members.
 - c. Coordinate and manage MoUs with funder and partners.

- d. Manage and maintain project assets. Placing orders and purchasing domestic consumables required for the office, including equipment and material for the projects.
 - e. Coordinate and oversee logistics for meetings including travel and accommodation for staff and invitees to workshops, conferences or trainings
 - f. Planning, scheduling, and communicating project events, including meetings, huddles, interviews, and training sessions
 - g. Manage the induction and handover process for project team members
2. Finance related
 - a. Prepare, submit, and facilitate approval for project expenditures and procurements, while adhering to funder, FCRA, and Sangath policies.
 - b. Prepare the approval request for the project activity expenditures and procurements and coordinate the approval process with relevant internal and external authorization bodies.
 - c. Preparing the expense details & making the reimbursement to project staff (Local Travel, Per diem, etc.)
 - d. Coordinate procurements, contracting and oversight of payments to vendors, consultants and partners.
 - e. Preparation of Financial Reports
3. The above list of responsibilities is not exhaustive, and the post-holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post.

Essential criteria:

- Bachelor's (with 4-5 years experience) /Master's degree (with 2-3 years experience) in management/business administration/accounting/social work or other suitable fields.
- Knowledge of accounting, finance, voucher processing, and other administrative tasks.
- Proficiency in using project and financial management software such as Tally and MS Office Suite.
- Experience working with marginalised communities such as the LGBTQIA+ and disability communities.
- Proven experience of 2-3 years as a project administrator, preferably in a research environment.
- Willingness to work and reside in Bhopal for the entire duration of the project.
- Good inter-personal skills and ability to network, build and maintain strong relationships.
- Excellent communication skills in English and Hindi, both written and verbal.
- Ability to work with limited supervision to meet deadlines.

Remuneration: Up to INR 4.8 lakh per annum.

The remuneration for this position will be commensurate with qualifications and experience, in accordance with Sangath's salary policy. The position includes a six-month probation period, with the possibility of extending for up to 2 years 4 months based on performance.

How to Apply

To apply, please fill this Google Form **only:** <https://forms.gle/8twGxHadWc4jiyvB9> . Applications are open until **26th October 2025, 11:59 pm.**

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.

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 applicants from people with lived experience of mental health problems and/or neurodivergence, LGBTQIA+, disability communities will be prioritised.