



Title: Assistant Data Coordinator

Project name: Mechanistic Trial of Problem Solving and Behavioural Activation for Youth Depression (METROPOLIS)

Contract type: Full-time (100% FTE)

Contract Duration: One year. (The initial appointment will be made for six months' probation from the date of joining, with renewal up to one year based on a performance review. Performance will be reviewed at the end of each year. The position is co-terminus with the project.)

Reports to: Research Coordinator - Data

Working days: Monday to Friday (The role may require working on weekends, especially Saturdays, with compensatory time off provided as needed.)

Expected joining: Aug/Sept 2026

Location: New Delhi

Applications due by 31st July 2026, 5 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. Joining Sangath means being part of an organization that truly values and supports its people.

Registered Office Address

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

About the programme

[METROPOLIS](#) is a Wellcome Trust-funded research programme investigating the effectiveness of Problem Solving (PS) and Behavioural Activation (BA) — two promising, scalable psychological strategies — when delivered by peer counsellors as early interventions for youth depression. Programme partners include King's College London (UK), Jindal Global University (JGU) (India), Youth for Mental Health (India), and Brighton and Sussex Medical School (United Kingdom).

Overview of the role

The Assistant Data Coordinator will support day-to-day trial data operations with hands-on involvement in REDCap/MyCap systems, trial participant contact and follow-up, and data quality monitoring. The role works closely with the data and recruitment teams, and supports the Research Coordinator- Data to ensure accurate and protocol-compliant data.

Learning and growth opportunities

- Gain hands-on experience managing REDCap/MyCap data systems for an RCT, including data quality checks, monitoring, and troubleshooting.
- Build skills in trial data workflows and reporting by collating weekly process indicators and maintaining dashboards (e.g., CONSORT, recruitment, outreach).
- Learn end-to-end research data management processes, including de-identification, secure data storage and backups, and preparing datasets for external data transfer

Key responsibilities

- Support setup, testing, maintenance, and troubleshooting of REDCap/MyCap forms, surveys, links, and dashboards; monitor participant flow and system logs.
- Support data quality checks, routine cleaning, and validation of participant database.
- Assist in updating weekly dashboards and process indicators (CONSORT flow, recruitment status, MCA activity).
- Conduct trial participant contact and follow-ups assessments
- Support training and monitoring of MCAs on MyCap, ensuring completeness and quality of activity data.
- Data preparation, export, and support in preparation and implementation of SOP/DMP updates and data systems backup.
- Support with the Server Management & Azure platform.

Essential criteria

- Masters in Statistics, Mathematics, Bio-statistics, Demography, Public Health, Data science, Computer Science
- At least one year of demonstrated relevant experience.
- Proficiency in MS Excel and working knowledge of data analysis software (STATA/SPSS/R or similar).
- Experience in trial participant contact and follow-up.

Desirable criteria

- Prior experience in trial data management
- Excellent Communication Skills & ability to work with interdisciplinary team
- Hands-on experience with EDC systems (REDCap, SurveyCTO, etc)
- Experience in Java or Python programming



Remuneration and benefits

The remuneration for this position will be commensurate with educational qualifications, work experience and as per applicable Sangath's salary policy. The initial appointment will be for a six-month probation period, with the possibility of renewal for up to one year based on performance review. Additional benefits include PF, Group Health Insurance, and Gratuity.

How to apply

Please submit your application using the application link provided below by **31st July 2026, 5:00 PM**. Shortlisted applicants will be contacted for an interview after completing the assessment.

Application Link: <https://forms.gle/VAsZ7CVzgHRpDAuh9>

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.