



HEALING MINDS. INSPIRING LIVES

+91-95525 30557

contactus@sangath.in

www.sangath.in

Date: 06-08-2026

Role: Senior Admin Officer

Number of Position: 01

Project: PRIDE

Location: East of Kailash New Delhi, India

Reports to: Senior Admin Coordinator

Time: Full time (5 days a week)

Grade: Senior Officer

Application Deadline: 12th August 2026

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.

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.

Registered Office Address

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



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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 School Mental Health Programme is based on PRIDE (PRemIum for aDolEscents), an evidence-based problem-solving intervention developed by Sangath and evaluated in secondary schools in India.

The programme teaches practical problem-solving skills that help young people:

- identify problems contributing to distress;
- prioritise manageable challenges;
- generate possible solutions;
- develop practical action plans; and
- build confidence in coping with future difficulties.

The intervention is brief, structured and designed to be delivered within school settings. Research has shown improvements in adolescents' mental health, including symptoms of anxiety and depression, with benefits sustained for up to one year after participation. The intervention has also been shown to be inexpensive to deliver and suitable for scale-up within education systems.

About the Role

Sangath is looking to hire an **Senior Admin Officer** for the **PRIDE (PRemIum for aDolEscents) project**. The Admin Officer will handle daily administrative operations, basic financial tasks, logistical arrangements, and team coordination to ensure smooth functioning of the Delhi Hub office in East Of Kailash 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

- 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.

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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.

Essential Criteria

- Minimum Graduate in any stream (preferably Commerce).
- 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.

Remuneration and benefits

The remuneration for this position will be commensurate with educational qualifications, work experience, and as per 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.

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How to apply

Please submit your application using the application link provided below by **12th August 2026**. Shortlisted applicants will be contacted for an interview after completing the assessment.

Application link: <https://forms.gle/87sQpgMXXBxxt6n68>

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.

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