



HEALING MINDS. INSPIRING LIVES

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contactus@sangath.in

www.sangath.in

IMMEDIATE OPENING

AN EXCITING OPPORTUNITY IN AUTISM RESEARCH PROGRAMME

Position Overview

Role: Driver Cum Office Assistant

Number of Position: 01 (One)

Project: NAMASTE

Location: Porvorim, Goa

Reports to: Senior Admin Officer

Time: Full time (5 days a week)

Remuneration: 2.64 – 3.00 LPA

Grade: G3 – Entry-Level/Support

Application Deadline: 02 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.

About the Project

Neurodevelopment and Autism in South Asia Treatment and Evidence (NAMASTE) is an exciting new program which will be implemented by Sangath, an Indian not-for-profit working in the field of public health research for over 25 years. NAMASTE will aim to design and implement a flexible evidenced pathway towards universal health coverage for children with Autism, through a programme of research, training and capacity building across India, Sri Lanka and Nepal.

NAMASTE is the result of a 10-years collaboration, Sangath, and the University of Manchester that have carefully adapted the 'Parent-mediated Autism Social Communication Intervention for non-Specialists Plus (PASS Plus)', which has shown real-world effectiveness in two initial randomised trials, with large-scale evaluation now within the New Delhi health system. NAMASTE will leverage Sangath's extensive experience with digital training and supervision, which can support both health workers and researchers. NAMASTE will also be collaborating with the World Health Organisation's 'Caregiver Skills Training' (CST) for more general neuro-disability. Care pathway components will include a novel, flexibly staged, digitally enabled, detection protocol (for neurodevelopmental difficulties and autism); combined with a complimentary and evidenced intervention protocol consisting of CST training for general delays and the PASS Plus intervention for autism. In each region and at each stage, community partners and co-applicants will help co-design awareness materials and advise on tool and protocol development.

Registered Office Address

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



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About the Role

Sangath is looking for a responsible and well-organized person with strong driving skills and basic vehicle maintenance knowledge. The role also involves supporting the team with field-related and office assistance tasks. The selected candidate will join our team as a **Driver-cum-Office Assistant**.

The ideal candidate will be expected to:

Roles & Responsibilities

- Hold a valid driving license and drive the vehicle competently, following all traffic rules and safety regulations, five days a week.
- Take full responsibility for vehicle upkeep, including weekly cleaning, insurance-related work, servicing schedules, booking management, and safe handling of vehicle keys.
- Maintain accurate logs of vehicle usage, mileage, and any incidents.
- Keep proper records of all vehicle maintenance and repair work.
- Support the team with administrative tasks such as filling reports, handling documents, obtaining quotations, and assisting with other project-related activities assigned by the Coordinators or Leads of the NAMASTE project.
- Work closely with Sangath administrative staff and assist in Sangath activities and meetings as required.
- The position will be based in Goa and will report to the Administrative Officer of the NAMASTE Project.

Qualifications & Experience

Essential

- SSC / HSC pass from a recognized board.
- Valid driving licence with a clean driving record and experience in driving different types of vehicles.
- Minimum 2 years of professional driving experience.
- Basic reading and writing skills; ability to understand simple instructions and documents.
- Good communication and interpersonal skills.
- Strong attention to detail in both driving and office-related tasks.
- Ability to plan, prioritize tasks, and manage time effectively.
- Ability to work independently as well as part of a team.
- Fluency in Konkani and Marathi.

How to Apply

- Interested candidates are requested to submit their applications to **Preeti Dabale** at preeti.dabale@sangath.in.
- Only shortlisted candidates will be contacted for the next stage of the selection process.

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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