



Position Title: Administrative Officer

Job Location: Bhopal, Madhya Pradesh

Project Name: MANTHAN

Number of Vacancy: 01

Contract Duration: Initially 1 year, with a probation period. Annual contract renewal after performance appraisal

Reports to: Director Admin and Finance

About the organization-

Sangath is one of India's leading mental health research non-profit organization. It was founded in 1996 with its headquarters in Goa, major hubs in Delhi and Bhopal, and project 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: Perinatal depression, child development and disability; adolescent health; mental disorders; and ageing. 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.

About project

MANTHAN study aims to develop and evaluate the effectiveness of a Participatory Action Research (PAR) and Theory of Change (Toc) informed rural primary depression care implementation model to integrate depression care into primary care settings.

In phase-1, we will engage rural community members, primary care staff, and health officials to understand perspectives on depression care through interviews, group discussions, and activities to inform a 'theory of change' workshop and a co-developed care model, refined through iterative

community consultations. In phase-2, the final implementation model will be evaluated through a cluster-randomized controlled trial with nine rural health centres (PHCs/SHCs) deploying the model (with routine district team support) and nine 'control' rural health centres (PHCs/SHCs) delivering depression care through routine district team support alone. We will evaluate model effectiveness through a comparison of depression case-detection rates between arms (primary implementation outcome) in addition to secondary outcomes of cases referred to the health centre doctor, cases initiated on treatment, and followed up for continued care. We will also compare patient depression remission outcomes at 3-month follow-up between arms (primary patient outcome). We will also cost the development and delivery of the model using WHO's health system building blocks. If effective, the model could be scaled across 1,200 rural health centres (PHCs/SHCs) in Madhya Pradesh to complement the government's efforts to integrate mental health care into primary care

About the role

He/she will be responsible for managing administrative activities and supporting finance related work under the Manthan-MP project. The Administrator will report to Director Admin and Finance.

Essential Candidate Requirement

- Bachelor's degree in business administration, project management, development studies or a related field.
- Minimum 2-3 years' experience of Administration in development sector (NGO's)
- Proficiency in project management tools and software, such as Microsoft Project, Excel, and PowerPoint.
- Proven experience in project coordination, administration, or facilitation roles
- Fluency in Hindi and English

Desirable criteria-

- Bachelor's degree in business administration, management, management, development studies or a related field.
- Experience in functioning independently and part of a team.
- Ability to work on tight deadlines
- Release all finance related payments on time and keep admin and finance records upto date for reporting.

Job Descriptions:

- Providing administrative support to the project PI, Co-Investigators, Coordinator and the Admin and Finance team for project documentation, reporting and communications
- Managing project related office operations, including maintaining supplies and equipment.
- Provide administrative support to the team including mailing, scanning, and printing jobs.
- Maintaining accurate records and databases of assets and equipment. Ensuring compliance with organizational policies and procedures
- Prepare approval request for project expenditures, travel and accommodation and project related cost.
- Make the procurements and purchases in prescribed formats, collect the quotes from the vendors in a prescribed form as per the organization's policy.
- Manage logistics and travel requests in coordination with senior administrator and finance. Organizing logistics for local travel, workshops, meetings and training courses, out-station travel and accommodation.
- Settlement of dues on time such as vendor payment, staff reimbursement, travel and accommodation.
- Review all the related SOP's time to time.
- Assist and participate in other Sangath activities.
- Any other project related duties assigned by the project lead, director admin and



finance or coordinators.

Remuneration and contractual duration

Salary offered will be commensurate with skills and depend on the *last drawn salary*, education, work experience and as per applicable Sangath policy. The initial appointment will be made for a probation period of 6 months from the date of joining and will be extended based on probation period performance and availability of funds. The maximum consolidated fees that will be offered to the candidate are INR 30,000/- per month.

Last Date and address for applications-

Please submit your CV with cover letter to admin.bhopal@sangath.in by 10th December **2025**. Short-listed candidates will be invited for a virtual or in-person interview.

**Incomplete applications will not be considered.*