



Date: - 8th September 2026

Position Overview

Role: Data Entry Officer

Number of Position: 1

Project: SAHARA Infosys

Location: Bhopal, Madhya Pradesh

Time: Full time (5 days a week)

Project Duration: 6 months (2 months' probation) till 31st March 2027. Can be extended upon requirement and need

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. 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 SAHARA program focuses on scaling up evidence based 'task sharing' interventions for perinatal mental health and early child development through delivery of comprehensive primary mental health care for first 1000 days of life. Sangath has successfully digitized Thinking Healthy

Registered Office Address

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

Bhopal Office: 106, Good Shepherd Colony, Kolar Road, Bhopal – Madhya Pradesh - 462042. Tel.: (0755) 4936506

Program- Peer delivered (THPP); an evidence-based task sharing intervention for perinatal depression and developed Lalan Palan, a video- based parenting intervention for early child development.

We aim to scale these two interventions across 8 districts of Madhya Pradesh by digitally training community-based workers (ASHAs and Anganwadi workers) and provide them continuous supervision.

Essential Candidate Requirement

- Graduate degree in any relevant discipline.
- Previous experience in data entry, research projects, surveys, healthcare, or social-sector projects will be preferred.
- Experience with REDCap or other electronic data-capture systems will be an advantage.
- Good typing and computer skills.
- Strong attention to detail and accuracy.
- Willingness to be based in Bhopal and travel across districts in Madhya Pradesh.
- Fluency in Hindi.
- Good computing (MS Office) skills

Desirable Criteria

- Familiarity with public health or development sector projects, particularly those focused on mental health or social welfare.
- Basic understanding of data quality, monitoring, and documentation processes.
- Ability to work on tight deadlines
- Ability to contribute towards manuscript writing

Job Responsibilities

- Enter Patient Casebook/Case Report Form (CRF) data accurately and completely into the REDCap database.
- Enter beneficiary details and other study-related information available in paper-based forms into the designated REDCap database.
- Review completed Patient Casebooks before data entry to ensure that required information is available and legible.

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- Flag data discrepancies and missing information to the Data Manager/Research Associate (Data) for clarification.
- Enter data according to the study protocol, data-entry guidelines, coding instructions, and REDCap data dictionary.
- Perform routine checks to identify missing, inconsistent, or unclear information during data entry.
- Make corrections or updates in REDCap based on approved data queries and instructions.
- Support double data entry or verification processes, where applicable.
- Maintain confidentiality and security of all patients and research participant information.
- Perform any other data-related tasks assigned by the Data Manager or Project Lead

Remuneration and contractual duration

Salary offered will be commensurate with skills and depend on work experience and as per applicable Sangath policy.

The initial appointment will be made till 31st March 2027 from the date of joining and will be extendable based on availability of funds.

Last Date and address for applications

Please submit your CV with cover letter to sahara@sangath.in with the subject line “Application for Data Entry Officer” by 15th September 2026. Interested candidates are encouraged to apply early as this will be a rolling recruitment. Full applications must include a detailed CV along with a support letter from two of your referees.

****Incomplete applications will not be considered.***

Equal Opportunity

Sangath is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, colour, national origin, gender, gender identity, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with a disability.

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