



Date: 10/04/2026

Position Title: Intern - Finance & Documentation Support

Project Name: SAHARA

Number of vacancies: 1

Contract Duration: 3 months

Job Location: Bhopal, MP

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 Program- Peer (THPP) delivered; 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 requirements

Registered Office Address

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

- Minimum Qualification: 12th Current (Commerce).
- Maximum Qualification: Graduate (Commerce).
- Basic knowledge of MS Office (Word, Excel) will be preferred.
- Basic understanding of documentation and record keeping will be an advantage.
- The intern must have their own laptop.
- The intern must follow the office working hours and guidelines.
- Confidentiality of all financial and organizational documents must be maintained.

Job Responsibilities

- Voucher Checking (Initial Level) – Conduct initial checking of vouchers and ensure required supporting documents are attached.
- Scanning Work – Scan vouchers and supporting documents and maintain digital records.
- Documentation Work – Organize and maintain office documentation and files.
- Cheque Register Maintenance – Maintain and update the cheque issue register.
- Follow-up with Districts – Coordinate with district teams to obtain required supporting documents.
- Assist in other documentation or administrative tasks as assigned by the office.

Remuneration and contractual duration

This internship is for a period of 3 months only. The honorarium paid for the above position is INR 10,000/- per month.

Last Date and address for applications

Please submit your CV with cover letter to sahara@sangath.in by 20th April 2026.

Interested candidates are encouraged to apply early as this will be a rolling recruitment.

Short-listed candidates will be invited for an online/in-person interview. Full applications must include a detailed CV.

**Incomplete applications will not be considered.*

Sangath is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, 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.