

TERMS OF RECRUITMENT

Position Title	Project & Communications Officer
Number of Vacancy	01 (Full-Time)
Sangath Grade	F3
Reporting To	Sharin D'souza, Research Coordinator
Contract Duration	10 months (will be extended subject to performance and funding)
Joining Date	Immediate
Job Location	In person at Bhopal/Flexible/Remote, with periodic in-person meetings in Bhopal and travel to consultation sites (Delhi/Bangalore/others).
Application Deadline	September 22, 2025, 11:59 PM [IST] (applications will be considered on a rolling basis)

About Sangath/ iHEAR

Sangath is a leading non-profit organisation in India working on mental health and public health. Sangath has won the prestigious MacArthur Foundation International Prize for Creative and Effective Institutions (2008), was recognized as India's 4th leading public health research institute by Research Councils UK (2015) and won the WHO Public Health Champion Award (2016). You can learn more about the organisation on our [website](#).

[iHEAR](#) (Initiative for Health Equity, Advocacy and Research) has, over the last four years, explored participatory approaches to health equity with LGBTQIA+ and disability communities. Our projects have engaged with medical education, mental health, vaccination, and public health emergency preparedness. By blending research with humanities, art, and innovation, we strive to reimagine systems of care that are inclusive, equitable, and just.

In our fifth year, this project, *Anchoring iHEAR*, focuses on consolidating outputs from the previous four years, disseminating them widely, and engaging in strategic planning for the next phase of iHEAR's journey.

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. 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 Menstrual Leave and Gender Affirmation Leave. Our work-from-home policy is designed to give employees the flexibility they need in today's changing work environment.

You will get the opportunity to learn from and work with acclaimed senior academicians and researchers from Sangath and our collaborators including HIMSR Delhi, UCMS Delhi, etc., especially in health equity/ disparities related topics.

Key Responsibilities

The Project & Communications Officer will play a central role in supporting the consolidation of outputs and leading dissemination, communication, and documentation.

A. Project Assistance:

- Support coordination and documentation of meetings, workshops, and consultations.
- Support in maintaining project documentation.
- Support the logistics of team enrichment activities (peer learning, retreats, therapy support).
- Document and share learnings from key meetings and sessions.

B. Communications & Dissemination:

- Act as iHEAR's communications point of contact, liaising with Sangath's Communications Team.
- Develop and manage content for social media, website, newsletters, and outreach.

- Support design and dissemination of communication materials (briefs, infographics, reports).
- Document and communicate project activities, outputs, and events.
- Work with the team and designer to make research outputs accessible to wider audiences.

Qualifications and Experience

Essential:

- Bachelor's or Master's degree in Media/Communications, or Social Sciences, or allied fields.
- 0-1 years professional work experience in project assistance and/or communications roles.
- Demonstrated experience in content creation (social media, newsletters, reports).
- Strong documentation, organisational, and coordination skills.
- Proficiency in written and spoken English and Hindi.
- Familiarity with tools such as Canva, MS Office, Google Workplace, Zoom.

Desirable:

- Applicants who identify as LGBTQIA+ and/or persons with disabilities, in line with the participatory nature of the project.
- Experience working with LGBTQIA+ and/or disability communities.
- Skills in design software (Adobe Photoshop, Illustrator).
- Experience in arts-based or participatory communication.
- Comfort with multi-site collaborations.

Remuneration and Duration

Salary Range: Up to INR 35,000 per month

The final salary will be determined by Sangath's administration, in line with the organisation's salary structure and based on the candidate's qualifications and experience. The position will be full-time for 10 months, with a 6-month probation period. The contract will be extended based on your performance appraisal. The appointment may be extended further subject to availability of funding.

How to Apply

Please apply by filling in the Google Form using the link <https://tinyurl.com/iHEAR22Sep> which will require your CV to be uploaded. A separate email is not required. In case this Google Form is not accessible, you may email us for alternate ways of sending in your application to sharin.dsouza@sangath.in

Kindly apply by September 22, 2025, 11.59 PM [IST]. Interested candidates are encouraged to apply early as this will be a rolling recruitment. Incomplete applications will not be considered. Short-listed candidates will be contacted within a week after closing. Further selection will be done on the basis of an online interview.

Equal Opportunity

Sangath is an equal-opportunity employer. We strongly encourage applications from women, LGBTQIA+ persons, people with disabilities, Dalit, Bahujan and Adivasi applicants, and candidates from other marginalized communities. These applications will be prioritized given the participatory nature of the project.