



HEALING MINDS. INSPIRING LIVES

+91-95525 30557

[contactus@sangath.in](mailto:contactus@sangath.in)

[Sangath.in](http://Sangath.in)

Date: 14-04-2026

**Title:** Assistant Research Coordinator

**Project Name:** Mechanistic Trial of Problem Solving and Behavioural Activation for Youth Depression (METROPOLIS)

**Contract type:** Full time (100% FTE)

**Contract Duration:** 1 year. (The initial appointment will be made for six months' probation from the date of joining, with renewal up to one year based on a performance review. Performance will be reviewed at the end of each year. The position is co-terminus with the project.)

**Number of Vacancy:** 01

**Reports to:** Research Coordinator

**Working days:** Mon to Fri (The role may require working on weekends, especially Saturdays, with compensatory time off provided as needed)

**Job Location:** New Delhi

## 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. 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 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.

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### Registered Office Address

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



## About the project

**METROPOLIS** is a research project funded by Wellcome Trust. Programme partners include King's College London (KCL) (UK), O.P. Jindal Global University (JGU) (India), Youth for Mental Health Foundation (YMHF) (India), and Brighton and Sussex Medical School (United Kingdom). The programme aims to advance understanding of the effectiveness and mechanisms of problem-solving (PS) and behavioural activation (BA) when delivered by peer counsellors as early interventions for young people with depression. Both PS and BA have the potential to be used as brief and effective standalone interventions, yet they have rarely been evaluated outside of multicomponent packages. We will investigate these active ingredients in India, which is home to 20% of the world's youth population, focusing on university students from disadvantaged groups in Delhi NCR.

## Overview of the role

We are seeking dedicated and compassionate **Assistant Research Coordinator** to support a mental health project. The role will primarily involve supporting in-person and remote data collection activities, through participant management and occasional risk management of over 700+ study participants. The ideal candidate should have prior experience in participant management and data collection procedures. The Assistant Research Coordinator will work closely with the local research team including Data and Senior Research Coordinators. The Assistant Research Coordinator will report to Research Coordinator and will be based at Sangath, New Delhi.

## Key Responsibilities:

- **In-person and remote participant communication:** Contact consented participants via WhatsApp/phone/in-person, verify details, and coordinate study onboarding.
- **Assessment coordination:** Support follow-up assessments through phone/message/in-person reminders.
- **Participant tracking:** Maintain accurate logs of all participant interactions and assessment activities in line with study protocols.
- **Reimbursement management:** Process digital vouchers upon assessment completion and maintain reimbursement records.
- **Risk monitoring:** Escalate any risk-related concerns following existing protocols.
- **Study protocol compliance:** Ensure ethical conduct by reporting deviations, violations, or participant concerns promptly and maintaining confidentiality.
- **Recruitment support:** Assist with participant recruitment activities at partner campuses, including events and information booths.
- **REDCap support:** Assist the data coordinator with REDCap data related processes on a need basis.

*The above statement of duties can be modified from time to time based on project request/organizational requirement as applicable.*

## Qualifications and Experience:

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### Essential criteria:

- Master's degree in psychology, social work, public health or a related field.
- 1 or more years of experience in research data collection and participant management or experience working with young people or student groups and mental health projects
- Ability to manage multiple tasks such as contacting participants, tracking reminders, maintaining documentation, and working in a fast-paced, dynamic environment.
- Proficiency in using tools, including MS Excel, Google Workspace, or other project tracking tools.
- Excellent communication skills.
- Strong problem-solving and troubleshooting abilities.
- Attention to detail in managing data integrity and documentation.

### Desirable criteria:

- Proficiency with REDCap and other data management tools.

### **Remuneration and Benefits**

The remuneration for this position will be commensurate with educational qualifications, work experience and as per applicable Sangath's salary policy. The initial appointment will be for a six-month probation period, with the possibility of renewal for up to one year based on performance review. Additional benefits include PF, Group Health Insurance, and Gratuity.

### **How to Apply**

Interested candidates **must** submit:

1. CV
2. Cover letter explaining how the candidate meets each of the essential criteria/applicable/desirable criteria
3. Contact details of two professional references

Applications should be emailed to Alka Singh at [alka.singh@sangath.in](mailto:alka.singh@sangath.in) by 3<sup>rd</sup> May, 5 pm, with the subject line "**Application for METROPOLIS Assistant Research Coordinator.**"

Shortlisted applicants will be contacted for an in-person assignment and interview.

### **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.*