



JD: Associate -Strategy & Operations

Organization Background:

Mann Talks is a non-profit initiative of the Shantilal Shanghvi Foundation, the family foundation of Mr. Dilip Shanghvi, Founder and MD of Sun Pharmaceuticals.

The initiative is founded on the belief that mental health is an integral and essential component of health. By democratizing access to information, strengthening support systems and providing quality services, Mann Talks hopes to transform lives. It is focused on empowering individuals, from underserved sections of society, to take charge of their mental health by offering free and holistic tech-enabled mental health solutions. Mann Talks has a two-pronged approach as on date: a helpline and a digital portal. Keeping in line with its plan to scale and deepen impact in the sector, it will venture into on-ground activations and explore various other strategic pathways in the future.

The Mann Talks Helpline and Digital Portal were launched on 10th October '20. For more information you can visit www.manntalks.org

Role and Responsibilities:

We're looking for individuals who identify themselves as self-starters and are comfortable working in a dynamic environment. At their core, persons interested in this role should be aligned with the organization's aspiration of creating a mental health infrastructure in the country, for underserved communities.

Responsibilities:

The candidate will work closely with the Strategy & Operations Lead (S&O Lead) and report directly to them. The role will include but not be limited to:

- Ensuring the smooth functioning of overall operations of the helpline and other interventions
- Monitoring and evaluating the performance of the interventions. This will include designing appropriate evaluation frameworks, analyzing data and supporting in creation of relevant reports
- Ideating, designing and supporting in the end-to-end management of new interventions and growth avenues for existing interventions
- Identifying, finalizing and managing collaborations and partnerships
- Supporting in outreach for interventions through multiple channels including social media, digital and traditional marketing. This will involve working closely with counsellors, external vendors, supporting in ideation and overseeing dissemination of content created and designed
- Coordinating with external experts, partners and vendors (including strategic, operational as well as marketing)



- Supporting with end-to-end talent management. This will include hiring, on-boarding, performance monitoring, day-to-day management and coordinating with internal teams to ensure timely completion of deliverables as per project plans
- Representing Mann Talks at external events/meetings
- Any other tasks that are assigned by the S&O Lead

Desirous Candidates Must Have:

- Graduate/Post Graduate degree (preferably in management or social sciences)
- Work experience of at least 1 year (preferably in consulting, operations or social sector)
- Strong problem-solving, analytical and presentation skills
- Proficiency in MS Office, specifically word, power point and excel
- Passion to work in social sector and make a difference
- Openness to working in a dynamic, start-up atmosphere
- Excellent interpersonal and collaboration skills
- Excellent verbal and written communication skills
- Strong work discipline and adherence to deadlines
- Highest standards of integrity, ethics and professionalism
- Willing to commit for a duration of at least a year

Location: Currently the team is working remotely; however, the candidate should either be located in Mumbai or open to relocating to Mumbai (at no extra cost)

Application Process: Desirous candidates to fill in the form at

https://docs.google.com/forms/d/e/1FAIpQLSdgAPVD495EK66iEXFHiyoknXbtMZdzMgAlgtARAFmsYkZAA/viewform?usp=sf_link

The position is for the initial period of one year and will be extended depending on performance and mutual agreement. Salary shall be as per sector standards and commensurate with candidate skills and experience.

Shortlisted candidates will go through our interview process and the selected candidate would be required to join immediately after confirmation. Please reach out to contact@mantalks.org in case you have any questions.