MM07300

MISSION STAFF PSYCHOSOCIAL SUPPORT ACTIVITY MANAGER / STAFF PSYCHOSOCIAL SUPPORT ACTIVITY MANAGER

Level 11

Reports to (Hierarchical)
Medical Coordinator

Reports to (Functional)
Medical Coordinator – OC PSCU

Job Family
Medical & Paramedical

Main Purpose
Ensuring the proper functioning and coordination of all MH/PSS activities for the staff in the Mission and providing support to the Project staff psychosocial support Activity Managers or Supervisors, according to MSF's protocols, standards and procedures in order to ensure the delivery of quality prevention and psychosocial care for the staff.

Accountabilities
- Coordinating, monitoring and evaluating the proper functioning of all staff MHPSS activities at mission level according to MSF protocols, standards and procedures, ensuring the implementation of the activities (psychoeducation, awareness raising, individual counseling sessions, support groups, trainings, referrals, respect of confidentiality.)
- Participating in the definition of strategies, protocols and activities of the mission and the projects for all staff MH/PS support activities by assessing mission needs according to the changing needs of the staff and context (including definition of log frame and budget) and developing tools (e.g. training materials, counseling and education protocols, flyers, posters, self care and team care tools, flipcharts,)
- Monitoring and evaluating the staff support activities at mission level by defining indicators, following up tools and designing contingency plans in collaboration with the Project staff psychosocial support Activity Managers
- Functionally supervising the projects staff psychosocial support Activity Managers or supervisors concerned and providing technical support through regular project visits. Ensuring consistency and promotes cross-learning among the projects
- Ensure collaboration in between the different actors of staff support and staff health at project and mission level.
- Participating in close collaboration with the HR Department and with Project staff psychosocial support Activity Managers, in the associated HR processes for staff involved in his/her activity (recruitment, training/induction, evaluation, detection of potential, development and internal communication) in order to ensure having the appropriate team in terms of size, capabilities and skills
- Compiling and analysing the data of staff support coming from the projects in order to contribute to the mission's reporting. Documenting lessons learned on activities in this field

Education
Master's Degree in Clinical Psychology

Experience
Essential:

- Working clinical experience of at least two years in MHPSS projects and-
- At least one year with MSF as a staff psychosocial support activity manager

Languages
- Essential: Mission language
- Desirable: Local language

Knowledge
Essential: computer literacy (word, excel and internet)

Competencies
- People Management and Development
- Commitment to MSF principles
- Behavioural Flexibility
- Results and Quality Orientation
- Teamwork and Cooperation

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