

# Job Advertisement

## MHPSS Manager - Leer County-Relocatable to Juba

**Location:** Leer, MHPSS manager – position will be based in Leer County Unity State and relocatable to Juba.

**Job Purpose:** To Ensure quality implementation of Medair's Mental Health and Psychosocial Support programme in Leer County and Management support of the MHPSS team and overview of the mental health and psychosocial support activity implementation. Coordinate with other agencies and MHPSS stakeholders to ensure a coordinated response and effective referral mechanisms.

### Key Responsibilities

### Project Management:

- Contribute to development and implementation of an appropriate and effective mental health strategy
- Manage the implementation, monitoring, and evaluation of phase of the project
- Execute the assigned projects in order to meet the projects objectives within budget and within the allocated time frame, in collaboration with Project Manager.
- Ensure the proper implementation of the MHPSS activities in response to the crisis, in particular, outreach activities related to cascade group behavioural change communication messaging, Psychological First Aid (PFA) and Supportive Communication Skills (SCS), peer support groups, individual (lay counselling) sessions and referrals, child friendly space, mhGAP-HIG, and other possible MHPSS Programme activities.
- Formulate and revise the Psychosocial Support (PSS) and BCC messages, curriculums, and approaches, in consultation with advisors, program managers, project staff, and the community volunteers.
- Conduct service mappings and setting up appropriate referral pathways and follow up mechanisms
- Engage with relevant community leaders, community-based organizations, national and international organizations, and other service providers in supporting beneficiaries to access MHPSS and GVB services.
- Ensure proper planning and implementation of assessments and surveys as required.
- Set clear objectives and indicators for mental health activities in collaboration with PM, PC, and in country and GSO advisors.
- Continuously monitor, supervise and evaluate activities and progress, and taking appropriate action as needed to ensure continued progress.
- Provide input into the integration of beneficiary participation and accountability in all aspects of the project.
- Ensure accurate and timely reporting of activities according to Medair, donor and other applicable timeframes and formats.
- Contribute to the development of new proposals, linked to the assessed needs and gaps and the Medair country strategy, in conjunction with the project's coordinator and advisors.

### Staff Management

- Manage and supervise the Mental Health and Psychosocial Support (MHPSS) teams in the assigned area.
- Engage closely with capacity building needs of individual team members, work to facilitate growth.
- Assess the training needs of staff, develop training materials, and conduct appropriate trainings and regular clinical and technical supervisions.
- Ensure daily, weekly, monthly tasks are well planned and executed on time.
- Facilitate regular meetings to assist information sharing.
- Motivate and lead the team with examples and develop a positive team culture.
- Ensure all Medair procedures and systems are well understood and adhered to within the team
- Manage staff leave plans and performance appraisals

### Financial Management

- Manage the budget for the assigned project with support of the PM and PC. Ensuring all expenses are according to budget and meet the Medair standards.
- Analyse and share regular spending updates and expense projections



## **Communication and Coordination**

- In close coordination with the Project Manager and Project Coordinator, develop and maintain appropriate, regular, transparent and supportive communication structures with the assigned team, Medair advisor, local organizations and other relevant stakeholders
- Participate in coordination meetings, Medair internal trainings, and other working groups or meetings as required, representing Medair and feeding back to the Project Managers and Project Coordinator and staff on relevant issues.
- Coordinate all MHPSS related interventions between the MHPSS team and other departments

## **Logistics**

- Support logistical aspects of the project.
- Liaise, as necessary, with the mental health, logistics and finance staff to ensure items are procured, transported, stored, managed and accounted for correctly.
- Assist in planning the procurement needs and clearly communicating with logistics team.
- Work closely with logistic department to monitor MHPSS material stock and facilitate timely procurement of materials

## **Quality Management**

- Ensure MHPSS projects are implemented in line with donor proposals and requirements and in accordance with Medair, donor, country and international standards (such as Sphere, CHS IASC..)
- Maintain confidentiality in all aspects of clients, staff and agency information
- Ensure Medair values are understood and exemplified throughout the work of the team and volunteers

## **Person Specifications**

### **Essential Requirements**

- Bachelor's degree in Mental health, Psychology, psychiatric nursing, humanitarian, public health (with mental health training) or social work studies)
- 2-3 years of experience in mental health and/or psychosocial care
- Familiar with Microsoft Office programs, in particular Word, Excel, Outlook.
- Fluent in written and spoken English,
- Team player, good leadership, analytical and planning skills, ability to work under pressure
- Fluent in spoken Arabic.

### **Desirable**

- Master's degree in Mental health, Clinical/ counselling/ health Psychology, psychiatric nursing, humanitarian, public health (with mental health training) or social work studies)
- Trained in mhGAP-HIG, CBPSS and PFA
- Experience managing MHPSS projects in humanitarian emergency contexts.
- Experience implementing mhGAP-HIG program.
- Experience of behaviour change programming.
- At least 1-year work experience in developing country.
- Ability to speak, or willingness to learn.

**Applications deadline: 16<sup>th</sup> November 2023 at 5:00 PM.**

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: **Recruitment Human Resources Department Medair South Sudan -, Hai Tong Ping** or e-mail: [recruitment-sds@medair.org](mailto:recruitment-sds@medair.org) **Or you can drop Hardcopy at Medair Compound in Leer.** Due to the agency of this position, applications will be reviewed on a rolling basis thus the position might be filled before the deadline. **Qualified Female Candidates are strongly encouraged to apply.**

