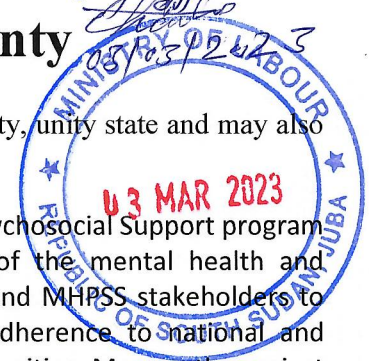


# Job Advertisement

## MHPSS Manager - Leer County

SP-H-3  
Approved by Senior Inspector  
MO L/RSS/TJ



**Location:** Leer, MHPSS manager – relocatable position will be based in Leer county, unity state and may also involve field travels within the county.

**Job Purpose:** Ensure quality implementation of Medair’s Mental Health and Psychosocial Support program Leer county. Management and 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. Ensure adherence to national and international quality standards. Support PM in managing the budget and proposal writing. Manage the project in terms of accurate implementation, target and indicator follow-up, reporting, and ensure accurate procurement process in line with budget. Set up and maintain the community PSS program in line with country MHPSS strategy and individual proposal objectives, supporting the PSS officers and senior PSS officer to train and oversee BCC/PSS assistants, community volunteers and conduct supportive supervisions and on job coaching. Write internal and external reports and contribute to proposal developments.

### 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 behavioral 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 Program 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.
- Analyze 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 logistics 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

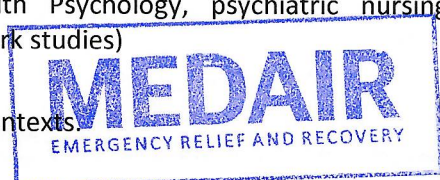
## **Person Specifications**

### **Essential Requirements**

- Bachelor 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
- Fluency in English (written & spoken)
- Excellent interpersonal and report-writing skills
- Able to prioritise clearly and oversee multiple tasks
- Able to take the initiative in project decisions
- Able to set clear objectives for staff and to delegate
- Capacity to work under pressure and manage personal stress levels
- Creative, open-minded, flexible, self-learner
- Able to work additional hours in unique cases to complete work on time.
- Excellence in organizing, planning and prioritizing tasks
- Analytical and problem-solving ability.
- Experience in implementation, monitoring, and evaluation of projects
- Experience in training / mentoring / coaching staff

### **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.
- Familiar with data management and analysis tools.



- Familiar with MHPSS programming guidelines in emergencies (e.g. IASC guidelines, Psychological First Aid, mhGAP-HIG).

**Applications deadline: 23rd March 2023 at 5:00 PM.**

**Note: Please on your subject line put MHPSS Manager 001 - Leer County.**

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 - Theo Road, 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 viewed on a rolling basis thus the position might be filled before the deadline.

